

Country Finance Manager



Typical reporting line(s)	
Hierarchical	Functional
Country Director	Head of Finance

Manager to	
Hierarchical	Functional
Country Finance Officer, Project Finance Officer	N/A

Job level
17

Duty Station
Kigali

Context and purpose of the job
<p>The Country Finance Manager leads the country's finance function, which focuses on supporting SNV's operations and development work in the country, in line with SNV's global guidelines and procedures on a national level.</p> <p>The Country Finance Manager ensures execution, monitoring and control of all finance related activities in the country. This is to ensure the country's financial data and reporting is compliant to SNV's corporate financial guidelines and procedures, donor requirements, (inter)national auditing, accounting and reporting regulations as well as compliance with applicable national laws and regulations, including taxes. The CFM is member of the Country Management Team.</p>

Result areas
Key activities
<p>Finance Strategy Translates the global finance strategy and policies and procedures into country context, considering national context and (development) plans of the SNV country operations/programme. Implements finance strategy, after approval of Country Director and contributes to the development of mid-term country projections and to projects from a financial perspective. Identifies and analyses financial opportunities and threats and informs the Country Director and/or Global Support Unit.</p>
<p>Finance Operations Supervises and organises the finance function in the country and manages the finance employees, activities and all aspects within the finance team, in accordance with the approved plan, budget and relevant procedures, in order to realise the finance objectives of both the donors and SNV. Acts as the country's source of expertise on financial issues for management and Project Managers and steers for timely and proper financial project administration. Manages intercompany projects, to ensure a reconciliation of intercompany balances.</p>
<p>Financial Planning and Control Supports all budget holders in being compliant to internal- and external procedures and regulations and SNV and donor guidelines regarding the financial administration of country operations and projects. Leads the development, consolidation, forecasting and periodical review (incl. (corporate compliance, audits) of the country's and project budgets and funds (grant management). Contributes (challenges and advises) to efficiency improvement and implements measures to minimise the risk of irregularities.</p>

Country Finance Manager



Result areas	
Key activities	
Financial Accounting and Administration Ensures all necessary financial accounting activities and checks are executed accurately, completely and timely (incl. tax requirements, intercompany reconciliation) and the complete and correct allocation of costs and time. Ensures all transactions comply with the relevant financial standards and regulations.	
(Sub) Grants Management Performs due diligence for new implementation partners, sets up systems and procedures to frame grant management, builds implementation partners capacity in grant management and ensures the monitoring of grant management by implementation partners.	
Business Planning and Control Ensures the business is facilitated with a financial project planning process and financial control. Monitors progress and challenges the project managers/directors to be in control (timely flags issues to follow up, depletion, cost overrun analyses and booking, etc.) and suggests actions and provides support to improve financial performance on the projects.	
Management Information Regularly provides financial reports and analysis to provide insights in the overall country's and projects financial status to both internal and external (e.g. donors) parties in order to safeguard financial performance, profitability and to estimate financial risks and take measures. All in line with donor and SNV financial guidelines.	
Business Development Develops, reviews and refines budgets in proposals within the approved threshold, in line with and compliant to corporate guidelines and donor requirements. Assesses and advises whether funding opportunities (incl. due diligence, tax) are in line with (government) guidelines and Business Development policies and procedures.	
People Management Guides, develops, coaches and motivates the in- and external finance staff, in order to realise department's objectives. Acts as a source of expertise for (project) management.	

SNV requirements	
level 17	
Basic Requirements	<p>Well-seasoned level of financial professional, with strong experience in Finance and full understanding of the core finance and business processes. Acts as discussion partner on country level for financial matters.</p> <ul style="list-style-type: none"> • Conceptual working and thinking level with several years of experience in finance; • OR Higher vocational working & thinking level with many years of experience in finance; • Practical & applied knowledge level; • Well grounded, well-seasoned financial professional, with full understanding of the core processes; • Academic qualification- MBA or MSc. or bachelor's degree in finance or professional Accounting qualification.