



Job Title: Financial Manager

The Financial Manager (FM) will provide leadership to finance and accounting areas of the organization.

Duties and Responsibilities:

The employee shall bear the duties and responsibilities listed below. The duties and responsibilities may be amended from time to time, by mutual agreement between the parties in writing.

Purpose of Job:

- Provide leadership to finance and accounting areas of DTMH;
- Provide useful financial insights to assist make better decisions on strategy execution, and guidance to management to improve results while increasing organizational effectiveness;
- Timeously produce financial reports on a monthly, quarterly, annual basis;
- Develop long-term business plans based on the reports;
- Ensure that payments are processed and correctly recorded in compliance with procedures in PASTEL;
- Administer the payroll system and partner with payroll company to deliver flawless payments;
- Maintain sound relations with our banking partners and deal with all queries related to banking;
- Deliver funding reports;
- Manage DTMH's asset register and develop necessary control systems-
- Review, monitor and manage budgets;
- Manage all financial risk and develop early warning systems;
- Manage all procurement and supervise all procurement, ensuring alignment with policies and donor contracts
- Monitor all project expenditure and implement corrective action where such expenditure exceeds or is not consistent with agreed budgets
- Request contractual payments from sources of funding timeously
- Prepare financial reports for all donors as required by them, within contractual frames and in accordance with donor contracts
- Prepare monthly bank reconciliations
- Manage and supervise the work of the Bookkeeper ensuring that all financial administrative tasks are completed accurately and timeously
- Establish, implement, educate staff about and manage effective financial systems and controls to ensure sound financial management
- Ensure that all documents are electronically and physically filed and available for internal and external audits



- Correct and rectify any qualifications made by auditors
- Ensure payment and submission of all statutory returns
- Ensure preparation of Annual Financial Statements in accordance with IFRS and GAAP
- Develop strategies that work to minimize financial risk
- Oversee maintenance of personnel files

Key Competencies:

1. Proficient with PASTEL, Microsoft Excel (in particular) and other electronic communication tools
2. Demonstrated competence in interacting and negotiating at a senior level
3. Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
4. Ability to maintain the highest level of honesty and professionalism when dealing with staff, funders, project participants, and partner organizations
5. A proactive, hands-on manager who will own the responsibility for the Finance Department
6. A strategic thinking person who possesses solid business acumen
7. Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
8. Proven ability to make complex and time-sensitive decisions in the best interest of DTMH
9. Minimum 5 years finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders)

Qualifications:

- Bachelor of Commerce/Accounting degree or similar
- Additional certification or post-graduate qualification (advantage)
- Financial management experience in the NGO sector (advantage)