



## Job Description

<b>Effective Date:</b>	Immediately
<b>Position:</b>	Finance Manager
<b>Immediate Supervisor:</b>	Managing Director
<b>Department:</b>	Finance
<b>Work Location:</b>	Turame Community Finance (TCF)
<b>Duration of Post:</b>	Open Ended
<b>Closing Date:</b>	Until Suitable Candidate is Selected
<b>Remuneration:</b>	Negotiable
<b>Contract Type:</b>	Salaried Employment

*World Relief is a faith-based organization committed to its mission of empowering the Church to serve the most vulnerable. Microfinance in Burundi is one avenue through which World Relief achieves its mission. To learn more about World Relief visit [www.worldrelief.org](http://www.worldrelief.org).*

## General Function

The Finance Manager will serve as a key senior management staff of Turame Community Finance (TCF), World Relief's microfinance institution in Burundi. Based in Bujumbura, Burundi this position reports directly to the Managing Director and will focus on the following functions: Accounting, Budgeting & Budget Control, Financial Analysis & Reporting, Funds Management, Treasury & Cash Management, and Internal Controls and will carry out its duties in a manner that are consistent with national & international accounting standards governing bodies (ie. Banque de la Republic du Burundi, US GAAP, & IAS).

## Specific Responsibilities

### Accounting

- Strengthens TCF's financial systems and ensures compliance to internal as well as stakeholder financial policies & procedures
- Defines ways of presenting institutional data that are consistent with industry standards
- Facilitates monthly accounting process and oversees Finance Department function
- Prepares and corrects financial statements and supporting schedules. Resolves discrepancies, conducts account reconciliations, and makes corrections.
- Reports monthly accounts, in a timely manner, to WR HQ Finance Department

### Budgeting & Budget Control

- Develops budget systems and procedures, and coaches other units on preparation of their budgets
- Anticipates future conditions, problems and opportunities, and communicates them to management
- Develops 5-year Microfin projections with the Managing Director and Operations Manager
- Interprets actual performance against budget and develops corrective action, if needed.

### Financial Analysis & Reporting

- Coaches and trains staff in use of financial ratios
- Benchmarks financial and operations performance against microfinance peers
- Analyzes and interprets financial ratios and indicators to identify causes of performance gaps
- Prepares monthly SEEP FRAME Tool and other financial reports for management, Banque du Republique de Burundi, and other stakeholders

### Funds Management, Treasury & Cash Management

- Prepares weekly cash flow projections for funds required by operations
- Develops short and medium term financial projections and funding plan
- Quantifies the costs of various funding options and analyzes loan transactions
- Evaluates the organization's funding exposures and risks, identifying, measuring, and controlling the institution's asset-liability (maturities, FX, and interest rate) risks
- Proposes prudent treasury risk exposure limits and strategies for minimizing risk
- Ensure risk management by developing scenario planning with MFX Liabilities Planning Tool
- Ensures local capital adequacy regulatory requirements are satisfied

### Internal Control

- Assesses key risk areas, and designs, implements, and trains staff on appropriate systems to ensure strong internal controls
- Facilitates external audit relationship and application of auditor recommendations
- Designs and enhances accounting systems for the institution to ensure responsiveness to internal control requirements

### Other Responsibilities

- Attend MFI board meetings, if necessary
- Establish positive relationships with all MFI stakeholders (ie. donors, investors, financial institutions, etc.)
- All other duties as assigned by the Managing Director

### **Qualifications**

- Masters Degree in Accounting or Finance (CA, CPA, CGA, CFM, or ACCA designation preferred)
- 3-5 years experience working within a microfinance institution in a similar position
- Fluent in written and spoken English (French and Kirundi preferable)
- Demonstrated ability to operate and train in Microfin, SEEP FRAME Tool (FRAME), Loan Performer (LPF), and MFX Solutions' LPT, QuickBooks, MS Office, FoxPro, SQL Server, and VBA
- Previous experience working or living in a conflict/post-conflict environment
- Cross cultural communication skills
- Willingness to travel regionally and internationally up to 20% of the time

### **To Apply:**

Please send your current resume/CV along with a cover letter to [kfryatt@wr.org](mailto:kfryatt@wr.org). Application closing date is ongoing, or until a suitable candidate has been selected.