



## JOB DESCRIPTION

- 1 **Job Title:** Finance & Grants Manager
- 2 **Department:** Finance and Administration
- 3 **Location:** Lusaka
- 4 **Reports To:** Finance and Administration
- 5 **Date:** Monday, April 3, 2023
- 6 **Organization Structure:**

### ORGANOGRAM

#### 7. **Purpose of the Job:**

The purpose of the job is to be responsible for overall Finance & Grants procedures and processes, to ensure full compliance, accurate and timely financial management and Grants management within the organization. In addition, Finance & Grants Manager will institute, implement, and monitor donor compliance requirement for each grant and comprehensive audit work papers concerning grants activities.

#### 8. **Internal Contacts:**

- All staff members
- Procurement

#### 9. **External Contacts:**

- Banks
- All private companies
- Suppliers

- Statutory Bodies
- Lending organisations
- Partners
- Auditors

#### **10. Major Responsibility:**

- The main responsibility of the Finance & Grants Manager is to undertake reporting of financial transactions of the organisation.
- The Finance & Grants Manager will act as the Team Leader for the development of the overall Chart of Accounts, Cost Codes, Implementation of Pastel Accounting Package and Posting.
- The Finance & Grants Manager will be responsible for all overall accounting procedures and all aspects of accounting. He will provide financial management of the projects as well as technical oversight for financial management capacity building within the project.

#### **11. Specific Duties:**

- Financial strategy and planning, monitoring, management, and reporting, including management and development of policies, systems, processes, and personnel involved
- Administers the financial compliance of all grants, from review of the initial application, award through final close-out, and audit. As necessary, train, assist, advise, and monitor grant project officers with respect to financial requirements of granting agencies. In accordance with generally accepted accounting principles and with contractual and regulatory requirements, account for grant assets, liabilities, revenues, expenditures, and both monetary and in-kind matches.
- Assist the Finance Director in preparation of budgets.
- Team leader in preparation of internal and year-ends external audits.
- Preparing Bank Reconciliations
- Fixed Assets Management

- Preparation of Salaries and wages for Staff
- Reporting and accounting as per Project requirements including taxation, reporting and preparation of financial accounts
- Ensure monthly reports for submission to donors are done on time.
- Perform compliance research and monitor legislation and regulatory restrictions on Musika grantees. Prepare journal entries for posting to main account of Musika.
- Have knowledge of and understand all grant and non-grant forms for financial assistance to grantees. Coordinate activities related to all audits of financial assistance to grantees, including both internal and external single audits. Prepare annual audit work papers.
- Close supervision in terms of Chart of Accounts, Cost Codes, Implementation of Pastel Accounting Package, Pastel Inventory Package, Pastel Payroll Package and Posting
- Cash flow management per project
- Oversee the financial management of all grants and sub-grants in accordance with the outlined guidelines and procedures.
- Work closely with the Finance Director and Senior Management in conceptualization and planning of the integrated accounting system for roll-out within Musika.
- Monitor legislation, regulations, developments, and changes related to grants and other financial assistance. Keep abreast of all issues – compliance, reporting, accounting and auditing.
- Coordinate grants-related information and activity of Musika and keep the Finance and Administration Director and other affected departments advised of pertinent grants-related issues.
- Ensure effective liaison between project staff and grant recipients and/or subcontractors; as appropriate, ensure that grant recipients and subcontractors are provided with suitable technical advice and assistance in the fields of management, including financial management and financial sustainability.

- Financial staff management, motivation and identifying training needs
- Contributing to strategic planning and development as a member of the Musika team, keeping and distributing reports that management team needs to know
- Establish and maintain appropriate accounting systems for measuring necessary aspects of operational management
- Maintain the grants data-base and a filing system for all Musika.
- Manage and control companies' expenditure within the agreed budgets
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of the financial obligations, and to ensure they are fully informed of their expenditure.
- Check all payments to ensure compliance with Musika policy and procedures.
- Any other duties assigned from time to time

## **12. Specific Factors**

### **12.1 Decision Making**

The job holder has a delegated mandate to undertake expenditure in line with budget subject to authorization and internal procurement procedures.

### **12.2 Pressure of Work**

Pressure of work in this job is continuous due to the ever conflicting demands for limited resources from the different departments which calls for vigilance and logical thought in managing payment disbursements.

### **12.3 Controls and Checks**

The job holder is expected to submit daily and weekly and monthly reports based on predefined indicators of financial performance.

### **12.4 Consequences of Error**

Errors in the application of initiative in this position could lead to limited financial losses and undermine the effective operation of the organisation.

**12.5 Education**

- Should have a degree in Accounting, Finance, or Business Studies
- Professional Accounting qualification ACCA, CIMA, or CA
- Member of ZICA

**12.6 Experience**

- At least of 4 years of work experience.

**12.7 Other requirements/ competences**

- Knowledge of stock management and financial reporting.
- Ability to prepare and present concise reports.
- Financial reporting and analysis skills.
- Ability to establish, implement and review financial control systems.
- High level of confidentiality and integrity.
- Technical expertise and high work standards
- Computer literacy including knowledge of accounting package (Apogee)Word processing and spreadsheets

**Incumbent**

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**Immediate Supervisor**

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**Job Analyst**

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