

Job/Role Title	Finance Manager
Division	Director, Finance & Technology
Grade	E
Location	West Africa

Role Purpose:

The Finance Manager has responsibility for leading the financial planning, operations, compliance and reporting for a large, complex, donor-funded project.

Context of Role:

The Finance Manager will support a donor-funded family planning and reproductive health (FP/RH) program in West Africa. They will ensure the project Finance team works to plan and make expenditures aligned with program planning and in compliance with donor requirements, including sub-award and sub-grant management.

Deliverables:

- Lead the development and revision of annual budgets in line with project plans, donor requirements and IPPF financial systems.
- Prepare and submit donor financial reports in line with financial reporting requirements.
- Organise and supervise organisational system's capacity strengthening and training for partners relating to financial and policy compliance on specific donor regulations.
- Lead reconciliation of all project funding and balances and support the process of month-end and year-end closures.
- Review account postings to ensure they are in line with the instructions provided by the project team and in compliance with the various financial policies, legislation, and donor contractual requirements.
- Collaborate with the IPPF finance hub team to make all payments within the timeframe required.
- Deliver training on financial management, budgets, templates, and tools to project staff that enhances financial compliance.
- Organise project and partner financial and compliance activities around project deadlines.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Reporting/Management Responsibility:

- Finance Staff across four countries.

Expertise:

- Master's degree in accounting, management, finance, or related degree from an accredited university/college; Certified.
 - Public Accountant (CPA) preferred;
- Significant experience in a similar financial management role supporting donor-funded activities in West Africa.
- Strong knowledge of globally approved accounting practices, financial reporting standards, and financial management processes.
- Experience in capacity strengthening of NGOs in financial accounting and sustainability desired.

Skills:

- Language skills in French and English.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.