

- Ensure all intercompany related expenses are properly authorized at Field Office and recharged timely to relevant Offices (COs/IH/NOs).
- Responsible with following up grant income for locally raised grants, and invoicing of local income ( Unicef) liasing with Donor Offices at Field Office.
- Responsible with effecting cost recoveries monthly in grants projects in line with Plan's cost recovery guidelines
- Responsible with real-time payments/journal vouchers posting in SAP to facilitate accurate and smooth donor reporting at month end.
- Attending meetings and workshops as required on matters pertaining to efficient financial management of the grants portfolio in the Field Office.
- Conduct bi-annual physical asset verifications , in conjunction with Local Admin Team

#### **Financial reporting**

- Responsible with timely liquidation of Field program expenses for accurate donor financial reports and support donor financial reporting processes liasing with CO Grants / Project Accountants.
- Review staff advances liquidation reports prepared by Field Staff and ensure timely liquidation, data capture in SAP and timely follow up of any overdue advances.
- Responsible with PU filling and record keeping of accounting records, which include expenditure vouchers, financial reports and donor related communications and agreements (copy FAD ,approved budget and project visit reports)
- Responsible for timely donor financial reporting of Unicef CPiE project

#### **Cash and Budgetary control**

- Prepare bi-weekly and quarterly cash forecast for the FO and ensure the FO is adequately funded.
- Prepare daily cashbook tracking and monthly cash reconciliation for the Field Office and ensure all queries are resolved timeously (within 7 days)
- Conduct petty cash counts and spot checks at least once per week
- Responsible with project budget review , expenditure verification and ensure that all payments effected have adequately funded budget and are properly approved by Plan Managers with delegated authority in the Field Office
- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the CFM

#### **Internal Financial Controls & Compliance**

- Promotes and abides by Plan International policies and procedues including but not limited to: Gende equality mainstreaming, Safeguarding Children and Young Peoples Policy (SCYPP) ; Code of Conduct and the related mandatory reporting responsibilities.
- Continuous monitoring of internal control processes and procedues. Ensure adherence to financial controls processes and donor procedues.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities in liason with CO before due dates.
- Identify and timely reporting of risks through the Plan risk management process and implement controls
- Responsible with responding to grants audit requests timeously and retrieving support documentation.
- Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in SAP before project end date.

#### **Partnership Management**

- Training of communities in financial and record maintenance and facilitate Community & Partner training in financial management as and when required.
- Verification of direct benefits distribution to communities
- Project support community visits atleast once a month to verify on site and ensure project implementation is in line with donor requirements and share project visit reports with Project Managers and line Managers.
- Participate in partner financial management capacity assessments
- Prepare monthly partner advance tracking register for review and follow up outstanding liquidations from partners.
- Provide training to staff on corporate finance systems, Plan Policies and donor procedues.