



CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the world. CBM addresses disability as a cause and consequence of poverty, and works in partnership to create an inclusive society for all.

Finance and Grants Specialist

We are looking for someone who will ensure

- Participate to develop the budget component of all proposals, ensuring all costs are accounted for and maximum costs are recovered
- Oversees compliance of partner processes to ensure they comply with CBM and donor requirements, and provide training/coaching as needed
- Enforce partner delivery of timely, complete, verified and quality finance reports in line with CBM's requirements, including financial statements; verify quality and provide feedback to partners.
- Conduct the financial and legal compliance of partner assessments in liaison with the Programme team, assessing gaps and make plans for future support as required
- Perform periodic audits or spot-checks of partner financial management and control systems.
- Give immediate notification of (critical) finance issues, and engage actively with the Country Director in the resolution of these issues
- Participate in the development and or review of policies and organizational structure as and when appropriate
- Participate in organizational planning including setting of activity and financial targets
- Ensure that sound accounting principles and internal control procedures and donor regulations are adhered to for all cash and bank disbursements, receipts, transfers and include appropriate backup of supporting documentation.
- Ensure that CBM's financial policies are interpreted and applied correctly by staff and other stakeholders
- Coordinate all aspects of budgeting and budgetary control within Country Office, in line with CBM's budget guidelines.
- Maintain internal accounting system and records, and verify for reliability, completeness, accuracy and integrity of financial management information systems, documentation and reports.
- Prepare periodic management accounts and other financial reports for use by CBM and external stakeholders as per agreed timetable, in line with established reporting requirements
- Ensure compliance with in-country statutory accounting and reporting requirements including taxes, National Social Security Insurance and other legal requirements
- Maintain books and financial records of all programmes/projects in Country.
- Validate the office payroll, and ensure tax calculations, social security and other statutory contribution are made in line with relevant internal and national regulations.

- Ensure that any purchase, lease or sale of assets is done in accordance with procurement guidelines and receives the required approvals.
- Control and maintain a country asset register and inventory, in line with CBM or donor requirements, as applicable.
- Organize and manage the annual audit of Country Office accounts and prepare, manage and implement follow-up plans based on given recommendations.
- Manage the preparation, circulation, filing and archiving of all accounting, financial and contractual documents in conformity with CBM procedures.
- Manage banking relationships (e.g. opening and closing of bank accounts).
- Ensure safety of CBM funds and other assets like buildings, vehicles, computers, furniture etc.
- Support fundraising activities (including support to proposal writing and preparation of project budgets) as required by the donor and in line with CBM standards.
- Supervise country office administration and finance staff and offer support for optimal performance management.
- Identify and utilize opportunities for acquiring, retaining and developing human resources for the Country Office, in liaison with the Country Director.
- Maintain up to date and accurate employee files and records, observing expectation on confidentiality.

We are looking for someone who has;

- Degree in B.COM, Business Administration, Finance and Accounting or Financial Management
- Relevant professional qualification, e.g. ACCA, CPA and Masters in MBA or finance related discipline will be an added advantage.
- Minimum of 5 year's work experience in similar role, particularly with international NGOs or international development organizations is a requirement;
- Able to interpret and clearly explain complex financial data to non-finance staff, partners and other stakeholders
- Understanding and practicing institutional donor accounting requirements of major international development organization such IADC, DFID, BMZ, ENDFUND, USAID, UK AID, DEFAT, BILL & MELINDA GATES and EU.
- Understanding and practicing IFRS Accounting Standards will be an added advantage
- Solid understanding of project cycle management.
- Ability to develop finance management capacity in others, and promote the importance of solid financial controls internally and to partners
- Proven experience of working effectively with non-finance staff and contributing to wider organizational aims outside of the traditional finance remit
- Capable of managing multiple responsibilities and able to deliver to strict deadlines
- High level of professionalism, maturity and integrity when dealing with sensitive information and issues.
- An effective team player who is able to work diplomatically and with sensitivity with individuals from a variety of cultures, professions and personal backgrounds.
- Experience of working with persons with disabilities or promoting disability rights a distinct advantage.

- Willingness to commit and adhere to CBM's values and Child Safeguarding Policy.
- Identification with Christian values and the mandate of the CBM

Application Procedures:

Candidates with the **required profile and proven experiences**, who meet these qualifications, are invited to submit **via link below**, a letter of motivation stating why he/she wishes to work for CBM, CV, three professional references and salary expectations.

<https://jobs.cbm.org/finance-and-grants-specialist-eng-j492.html>

Application deadline: 25th October 2022

The future job holder will adhere to CBM's values and commits to CBM's Code of Conduct, CM policy preventing Fraud and Corruption and Safeguarding Policy.

CBM encourages persons with disabilities who meet the qualifications to apply for this position. For further information about CBM's inclusion policy, please visit our Resources & Publications section at <http://www.cbm.org>