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Finance and Administration Manager

Recruitment notice

Hours :	Full-time
Location:	Ouagadougou, Burkina Faso
Salary:	Commensurate with required experience and qualifications (Monthly gross salary: 900 000 FCFA – 1 300 000 FCFA)
Contrat:	1 year renewable after probation period
The Employer :	IRC offers its employees a dynamic and intellectually stimulating working environment based the culture of excellence, rigor and ethics. In, IRC own initiative and self-development of employees are particularly encouraged and valued.

About IRC

Based in The Hague in the Netherlands, IRC is a world champion think-tank in the water, hygiene and sanitation sector. IRC developed and promoted for 4 decades, solutions to ensure reliable sustainable and universal services of water, hygiene and sanitation in Africa, Asia and Latin America.

IRC implements long-term programs in a number of selected countries in Africa, Asia and Latin America as well as a variety of small projects in several other countries. IRC is an organization operating internationally with offices in The Hague, Burkina Faso and Uganda.

Established in Burkina Faso since 2012, the program aims to develop and disseminate approaches and proven solutions in Burkina Faso and in the Francophone countries of West Africa. The IRC program in Burkina Faso is based on the cooperation agreement with the Government of Burkina Faso to support strategic actors for implementing the service delivery approach, for improving aid effectiveness and strengthening inter sectorial collaboration in water, hygiene and sanitation.

Burkina Faso Programme overview

Established in Burkina Faso since 2012, the program aims to develop and disseminate approaches and proven solutions in Burkina Faso and in the Francophone countries of West Africa. The IRC program in Burkina Faso is based on the cooperation agreement with the Government of Burkina Faso to support strategic actors for implementing the service delivery approach, for improving aid effectiveness and strengthening inter sectorial collaboration in water, hygiene and sanitation.

The IRC program in Burkina Faso is composed with local projects (limited in Burkina Faso) and international projects (multi-country). To strengthen its team in Burkina Faso, IRC is currently seeking candidates for the position of Operations Manager.

The successful candidate will support the Country Director in the implementation of IRC country program in Burkina including coordination of the implementation of all projects. He or she will also assist the Country Director in the management of the office and the local staff of IRC Burkina in line with the vision, mission and objectives of IRC.

**Supporting water sanitation
and hygiene services for life**

Reporting relationships and key responsibilities

The position is directly responsible to the Country Director, with the technical supervision of the headquarters project controller. The position works with a high degree of autonomy and responsibility.

The position will work with the Auditors, external advisors such as accountants, lawyers, consultants, etc.

This position is responsible for ensuring that IRC Burkina operates at the leading edge of operational efficiency and service quality whilst supporting the Country Director to deliver strategic and operational priorities. The role is hands on and vital to the efficient running of the IRC Burkina operations. The role will suit someone with a proven track record in finance, project management, administrative & office management. The role works closely with the Country Director and will be responsible for assisting with the corporate management of IRC Burkina towards a small and professional team of operational staff. A desire for continuous improvement will be required in all aspects of the role. The position is expected to be able to improve existing systems and procedures when required. The position is also expected to draw together all administrative work and work practices in a consultative and collaborative style.

Key responsibilities include:

- Financial Management of the country program and projects included in compliance with IRC internal rules and procedures as well as donors guidance, policies and procedures.
- Payroll Management.
- Human Resource Management.
- Office & Administration Management.
- Working closely with the Country Director, the role has significant input into the human resources, infrastructure, risk management & compliance, occupational safety and health, information technology, & telecommunications functions.
- Developing, documenting and implementation of quality systems and processes.
- Contribution to IRC Burkina strategic plan.

Detailed role description

Financial Management

Budget development, management and reporting

- Preparation of budgets for the country program (multiannual and annual P&L), for projects, for proposals, etc.
- Management of budgets for projects, components and activities
- Preparation of reports and actual against business plan & budget for the program and for projects (as required by the program management, by the HQ or by donors).
- Provide monthly accounting and financial reports
- Manage cash flow forecast and reporting processes.
- Ensure proper invoicing of working time to specific projects using time reports provided by individual staff
- Manage sub-grants to projects subcontractors
- Manage processes to record & reconcile expenses against income and provide regular management reporting.

Be accountable for and manage the staff delivering the following functions (by using QuickBooks)

- Process day-to-day accounting processes.

- Timely and accurate preparation of monthly cash flow projections.
- Monitoring cash flow throughout the month.
- Process accounts payables, obtain payment authorities, record in QuickBooks & prepare for payment, process payments and record payments.
- Provide regular creditor reports.
- Prepare & send invoices to debtors as required, record in QuickBooks, follow-up debtors, maintain expected payment dates in cash flow spreadsheet, receive & record payments.
- Action regular (at least monthly) reconciliations of all bank accounts & credit cards when relevant.
- Prepare accruals as required & record in QuickBooks.
- Maintain the Asset Register & Depreciation Schedule.
- Elaboration of annual accounts.
- Preparation of projects audits, annual program audits & preparation of annual financial statements working with the Country Director, external accountants and auditors.

Payroll Management

- Prepare monthly payroll, obtain approval and process timely to payments.
- Produce & issue salary slips.
- Maintain all payroll records.
- Process leave records & accruals.
- Prepare & Pay associated payroll payments e.g. taxes and social security fees.
- Ensure accurate payment of benefits and allowances.
- Prepare yearly Payroll reconciliations & associated payroll payment Summaries.
- Support all other employer payroll related requirements.

Office & Administrative Management

Be accountable for and manage the staff delivering the following functions:

- Reception & front of house functions.
- Physical infrastructure for the operations e.g. premises, equipment and assets.
- Administrative function e.g. records management, inwards & outwards mail, purchasing, diary management.
- Procurement and logistical related functions and matters.

Support for Management & Operational Functions

Compliance Management

- Work with the Country Director to ensure compliance with NGO sector practices, Burkinabè laws, and donors requirements related to finance and administration management.
- Ensure/control the compliance with existing manuals, procedures, standards of all contracts involving IRC Burkina prior to the signature by the Country Director.
- Develop/improve and maintain personnel and operational manuals, as well as financial and accounting procedures that comply with IRC's policies & procedures and Burkinabè laws, policies, and customary labor practices.
- Communicate regularly with other key technical personnel and local staff to ensure that smooth administrative and financial processes are upheld.
- Develop and implement procedures for efficient and adequate internal control.
- Manage annual audits.

Strategic Plan

- Work with the Country Director and other staff to contribute to development of the Strategic Plan.
- Work with the Country Director and other staff to ensure systems and information collection can contribute to management reporting and reporting against Performance indicators in the Strategic Plan.
- Work with the Country Director and other staff on preparation of budgets and reviewing progress against budget.

Human Resource Management

- Work with the Country Director to contribute to Human Resource Management issues including recruitment, managing employment contracts, induction, planning and facilitation of training of staff and development, job descriptions, conditions of employment, etc.
- Monitoring/review of staff performances in consultation with the Country Director.
- Monitoring of salary levels, working conditions and benefits and providing guidance to Country Director and country office staff.
- Ensure regular and accurate time reporting by individual staff.
- Ensure monthly collection of time reports from individual staff and process approval by the Country Director for invoicing on projects.
- Ensure regular and accurate information to individual staff on their time allocation per specific project.
- HR Record Keeping.

Risk Management

- Work with the Country Director on risk management, disaster recovery & contingency planning.
- Work with the Country Director to assess, arrange & review all insurance cover.
- Process claims & maintains appropriate records.

IT & Telecommunication Systems

Manage appropriate and effective information technology and telecommunication systems that support IRC Burkina program, projects, staff and services by:

- Contributing to the development, review and implementation of an IT&T Strategy.
- Providing continuous support for internal computer systems including liaison with external providers (local IT consultant, HQ IT support, local Internet Service Provider and local Telecommunication Service Providers).
- Ensuring appropriate backup processes.
- Identifying weaknesses within established systems and proposing solutions.
- Communicating IT standards and requirements to team and staff training to best utilize established systems.
- Reviewing & Recommending enhancements for existing hardware and software systems
- Manage & reviews telecommunications.

Quality Systems

- Work with all staff to ensure efficiency and effectiveness and continuous improvement of all systems & services including preparation of procedures and documentation as required.
- Work with the Country Director on up to date policies and procedures.

Occupational Health, Safety and Welfare

Contribute to IRC Burkina's occupational, health and safety responsibility by:

- Communicating and updating OHS&W responsibilities, policies and procedures to all staff.
- Providing advice on OHS&W matters including those impacting on contractors, volunteers and visitors.
- Ensuring the Country Director as the “responsible officer” under the legislation, is promptly informed of any serious or reportable OHS&W matters.
- Ensuring, as far as practicable, a hazard free work environment and a proactive approach to injury management.
- Identifying OHS&W training needs.
- Assisting with any OHS&W audit, data collection or investigation.
- Ensuring office resources are maintained in safe working condition.
- Identifying and addressing building, equipment, safety and security issues.
- Facilitating all emergency arrangements and activities.
- Participating on any required formal OH&S meetings.
- Inform staff to take reasonable care to protect their own health and safety at work.

Other Duties Coincidental to the Position

Duties for this position should not be considered definitive. Duties may be added, deleted or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly.

Essential minimum requirements

Educational/Vocational Qualifications

Post-secondary Qualification in Business Administration, Accounting or Management preferably at Master degree or above.

Experience

- Demonstrable experience in a similar role in a non-profit international organization, or small to medium business environment with 5-10 years' experience in finance and administration.
- Experience in management and administration of development projects including EU or USAID funded projects and a track record in developing and managing large budgets (average 1.5 million Euros per year).
- Demonstrable supervisory experience of administrative staff.
- Experience in the development of positions, systems and procedures.
- Experience in project management.
- Demonstrated experience leading improvement initiatives.
- Experience in providing general support in a small team, and an experienced team player.

Knowledge

- Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals, preparedness to learn more complex principles.
- Proficient high level user of accounting software, preferably QuickBooks.
- Good understanding of all finance and administration related aspects described for the position.
- A high level of knowledge and competency in Microsoft Office especially Word & Excel.
- Confidence with use of computer networks.

Personal Qualities/Skills/Aptitudes – For this Position

- Excellent numeric skills.
- Exceptional verbal and written communication skills in French.
- Acceptable verbal and written communication skills in English.
- Can work autonomously, effectively managing workload without continual guidance.
- Energetic, willing and ‘can-do’ attitude.
- Rigor, attention to detail and excellent organizational skills.
- Ability to analyze situations and take corrective actions.
- Commitment to professional development.
- Commitment to process of continuous improvement.
- Commitment to the values of IRC and respect for the different contribution of individuals within the staff team.
- Well presented, good communication and negotiation skills.
- Can communicate effectively with a wide range of people.
- Ability and willingness to travel domestically occasionally.

How to apply?

Please send your cover letter and CV to burkina@ircwash.org latest 18 December 2015.

Due to the large number of inquiries we receive, only candidates clearly meeting the requirements for this position will be considered. Only those candidates short-listed for an interview will be contacted.

However, since we are active around the world in the field of WASH services, we may wish to retain your CV in our consultant database against other/future opportunities, unless you direct us otherwise.

Ouagadougou, 30/11/2015

IRC Burkina