

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA BUSINESS COUNCIL



TERMS OF REFERENCE: FINANCE AND ADMINISTRATIONS MANAGER

1. INTRODUCTION

The COMESA Business Council (CBC) is the recognized Business Member Organization, established as a private sector institution of COMESA. We represent the interests of business sectors at a regional level. The services provided go beyond advocacy, to actively promote business participation in regional integration, investment and global trade. This is done by facilitating the growth of strong business synergies, the development of business opportunities, business alliances, legislative and strategic advocacy. We provide custom tailored services that are driven by both industry and enterprise interests.

More information can be obtained from the COMESA website www.comesabusinesscouncil.org.

2. JOB DESCRIPTION POST ONE

Job Title:	<u>Finance and Administrations Manager</u>
Contract duration:	12 months with a possibility of renewal
Remuneration	USD 60,000 annually (all inclusive)
Duty station	Lusaka, Zambia
Travel:	COMESA countries

I. **SCOPE OF WORK**

The Finance and Administrations Manager shall work under the overall management of the CBC Chief Executive Officer. The candidate will drive the implementation of finance, accounts, risk and compliance management and ensure the effective reporting and administration functions within the department. The candidate in this role will carry out continuous monitoring and implementation of the above functions, working with an Accounts Assistant under his supervision, to ensure adherence to international standards and the CBC Financial Rules to ensure the efficiency and effectiveness of CBC finance functions.

He/ She will perform the following duties:

a) Financial Management

- The Finance Manager shall apply generally accepted financial principles which together with other financial and management controls shall ensure that the financial transactions of CBC are carried out in a consistent and acceptable basis and are properly accounted for in accordance with International Financial Reporting Standards (IFRS). Projects will follow the accounting requirements of their respective development partners, and/or Generally Acceptable Accounting Principles (GAAP).
- Lead development of financial plans, budgets and forecasts.
- Prepare financial reports, statements and lead preparation of year end accounts.
- Oversee the production of monthly income and expenditure statements for the CBC and Cooperating partners.
- Monitor donor funded projects and provide accurate reporting.
- Review financial processes and procedures on an annual basis.
- Carry out benchmarking exercises and supplier reviews to obtain value for money on its purchases.

b) Accounting, compliance, and risk management

- Ensure that accounting records and books of accounts are kept up to date and are in accordance with established policies.
- Monitor and maintain records of all allotments, obligations and expenditures to ensure accuracy.
- Prepare and maintain accurate financial reports and accounting files for budgeting and accounting purposes.
- Manage all internal and external audit reports, which includes the implementation of annual internal and external audit recommendations. This includes supporting the preparation and providing the necessary documents for audits.
- Responsible for managing accounts function in the Enterprise Resource Planning system.
- Manage CBC expenditure and Reports.
- Ensure cooperating partners funds with accurate quarterly financial reports.
- Ensure that bank reconciliation reports are done, inclusive of clearance on debtors' or creditors statements are done on a monthly basis.

c) Administrative controls, monitoring and evaluation

- The Finance Manager shall be responsible to the Chief Executive Officer for the management of the resources of the Secretariat in accordance with the CBC Financial Rules and the internal controls and will ensure the expenditure of the CBC is incurred only for the purpose approved.
- Ensure all payments to suppliers and other vendors are in accordance with CBC regulations and approved budgets.

- Record all transactions and ensure that all payments have supporting invoices and documentation.
- Manage banking transactions for all CBC programs which include preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- Supervision on correct reporting of travel, meetings and incidental payments and retirements.
- Preparation of Finance and administration performance reports to the CBC management as and when required.
- Ensure that Cheque books, purchase order books, invoices and other relevant control documents are accounted for, kept safe and secure custody.
- Monitor and ensure expenditure of the institution's funding is made in accordance with Implementation procedures and Budgets, as appropriate.
- Manage CBC Payroll.
- Oversee adherence to CBC administration and financial policies and procedures and continuously improve systems and mitigate risks.
- Oversee management and control of fixed assets, equipment and supplies.
- Conduct monthly spot checks to ensure a strong control environment.
- Provide guidance and develop new tools and systems to strengthen financial, administrative controls and risk management.

d) Asset and registry Management

- Supervision of administrative function on bookkeeping/ registry on stores and office equipment associated with the project;
- Maintenance on asset registers, inventories, and accounts to ensure compliance with CBC and partner guidelines.
- Supervision of the transports and logistics function.

e) Supervision of the duties of the Assistant Accountant

- In carrying out the above task, the Finance and Administrations Manager will provide guidance and supervision of the works and duties of the Accounts Assistant, to ensure the effective development, implementation of financial controls; effective and accurate financial reporting and management.

f) Perform any other duties as lawfully delegated by the CEO.

II. QUALIFICATIONS:

- Should be a holder of a professional accounting qualification either full ACCA (Association of Chartered Certified Accountants), or CIMA (Chartered Institute of Management Accountants), or Certified Professional Accountant (CPA).
- Possession of a Master of Business Administration (MBA) will be an added advantage.

III. EXPERIENCE:

- He/She should have at least five (5) years post qualifying professional experience in financial accounting and financial management.
- He/She should have a good understanding of administrative supervision at a managerial level.
- Experience related to private sector, business member organizations or regional programs/ projects relating to the private sector.
- Demonstrable knowledge and hands on experience with accounting software- Sage Cloud, Sun Systems, payroll and other packages

IV. COMPETENCIES:

- Excellent oral and written communication skills.
- Good knowledge of administrative and accounting regulation and procedures of International organizations including managing, planning and reporting on multiple international funded programs.
- Excellent computer skills in common word processing (MS Word), spreadsheet (MS Excel).
- Demonstrable knowledge and experience with accounting software- Sage Cloud, Sun Systems, payroll and other packages.

V. OTHER INTERPERSONAL SKILLS:

- Results driven, with a good work ethic.
- Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- Maintain confidentiality at the highest level always.
- Good communication skills, Creative thinking and problem-solving skills.
- Ability to work in a multi-cultural and multi-national environment.

VI. LANGUAGE REQUIREMENTS:

Proficiency in written and spoken English. French is an added advantage.

3. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country.

4. SUBMISSION OF APPLICATIONS

- a) Applications from individual consultants must be emailed to the address below before the 19th of May at 15.00 hours, Zambia time.

The Chief Executive Officer
COMESA Business Council
COMESA Secretariat Building
Ben Bella Road
P.O. Box 30051 Lusaka, Zambia.
Tel: (260) 211 229725.
Fax: (260) 211 225107
Email: recruitment@comesabusinesscouncil.org

b) Submissions should include the following:

- The filled COMESA Business Council Application Form. The form should be downloaded from: <http://comesabusinesscouncil.org/job-application-forms/>
- Updated Consultant's CV including contacts: e-mail and telephone numbers
- Cover letter detailing their understanding of the task and highlighting experience and expertise in line with the above scope.
- Copies of academic qualifications.