

Foundation for Community Initiatives

Terms of reference for Financial Consultant



Position: Financial Consultant
Locations: Monsterrado County
Reports To: Director of Programs
Works Closely With: Program Team, Finance Manager
Hours: Monday---Friday 8:00am---5:00pm

Organization Profile

FCI is a leading Liberian not-for-profit, non-governmental organization that promotes inclusive natural resource governance, women's economic empowerment, women's protection, and peace building. FCI was founded in 2004 to help promote the rights of community women and youth in achieving inclusive development at the community level. FCI also focuses on protecting women and youth from violence, as well as increasing their participation in decision-making and peace building.

FCI, Oxfam IBIS and Oxfam Ghana are currently working on a European Union funded project to create an enabling environment for girls and women to know, claim and exercise their rights to end sexual and gender based violence in Liberia and Ghana. The project has a dual focus of 1) strengthening the institutional, technical and financial capacities of CSOs (including women's associations and groups) through a Financial Support to Third Parties mechanisms (FSTP, or referred to as sub-granting); 2) challenge and change discriminatory social norms, attitudes and practices as a way to prevent sexual gender based violence (SGBV).

With this current portfolio, FCI is seeking a Financial Consultant who will spend 100% of their time on the EU Enough Project, of this, 50% of their time is to be spent directly managing the sub-granting scheme, monitoring sub-grantees' implementation, and overseeing sub-grantees' financial management (**FSTP**). They will ensure third parties achieve timely and quality delivery of project outputs, according to their detailed plans and budgets. This means approximately 50% of their time will be spent working directly with and for the benefit of partners to achieve quality and timely results in line with FCI and program standards and EU donor requirements.

KEY RESPONSIBILITIES:

Reporting

- Formulate projects progress reports with relevant formats
- Ensure the completeness, accuracy and timeliness of all financial reports for internal and external purposes
- Ensures adherence to donor's financial requirements.
- Prepare accurate donor reports in accordance with the specified format within the agreed timeframe in coordination with programme.

Financial Management

With coordination with funding team, make sure quality donor financial reports are submitted in a timely manner

Verify all assigned payments to ensure all are in line with FCI's internal control procedures

Financial Control and Budgeting

- Assist the Finance Manager in ensuring that FCI financial procedures are followed in country and field offices and systems are developed to accommodate the needs of those programmes.
- Assist the Finance Manager in efficient conduct of project/ donor audit and internal audit.
- Participate in monthly MFR review meeting for all projects to provide financial information and analysis to Budget Holders to contribute on decision-making.

Programme Support

- Coordinates with Funding Coordinator to ensure Financial with donor guidelines
- Assists Finance Manager in organizing financial orientation and capacity building exercises for respective Oxfam teams as applicable to ensure that the financial standards required of them are always maintained.

SKILLS AND COMPETENCE:

- Bachelor's degree holder with minimum four years proven experience on financial skills
- Experience in donor contract management and extensive understanding of various donor guidelines is essential.

Attention to detail.

- Ability to implement FCI's financial policy and procedures and good practice/systems.
- Good computer skills especially in e-mails, internet, word processing and spread sheets essential.
- Able to work under minimum supervision; able to manage own time and some conflicting priorities without upward referral.
- Effective verbal and written communication skills; ability to get a message across to others in an appropriate way.
- Ability to work on own initiative, manage workloads and competing demands without close supervision and achieve results.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Previous work experience ideally with non-government organizations would be an advantage.
- Commitment to humanitarian principles and action.
- Demonstrated commitment to gender and diversity issues.
- High level of initiative.
- Coaches junior and peer staff.
- Excellent organizational skills, including the ability to plan comprehensively, set priorities, and manage multiple project element deadlines efficiently.

Management and development

- Contributes to evaluating and developing own practices in line with FCI ways of working and policies
- Participates actively in staff development activities including induction, performance evaluation, meeting and debriefings

Technical support and guidance to partners

- Provide ongoing support to the Finance Manager within the partner organizations, including visiting them to jointly review their work and reports at least once every month, or as the need may be.
- Coordinate and support the partners to compile all the financial reports including bank statements, cashbook, bank reconciliation, etc. in preparation for the annual audits and the project-closing audits.
- Work closely with the partners to ensure proper accounting and financial reporting by all partners and that there is timely and effective financial reporting to the Oxfam Ghana

Others

- Assist FM to accommodate internal and external audit process.
- Provides support by undertaking any other additional functions as delegated by the line manager
- Ensures the implementation of FCI's gender and diversity policies in all aspects of finance policy and practice.
- Require supporting day to day finance operational tasks whenever team is required

Accepted applicant MUST adhere to ethical considerations and principles for working with vulnerable populations. Foundation for Community Initiatives is proud to provide equal employment opportunities to all qualified applicants.

How to apply:

Please submit a resume, cover letter, and three professional references to foundationforcommunityinititives@yahoo.com . Applications accepted until **July 18, 2023**.

Female are highly encouraged to apply
Only short-listed applicants will be contacted.