



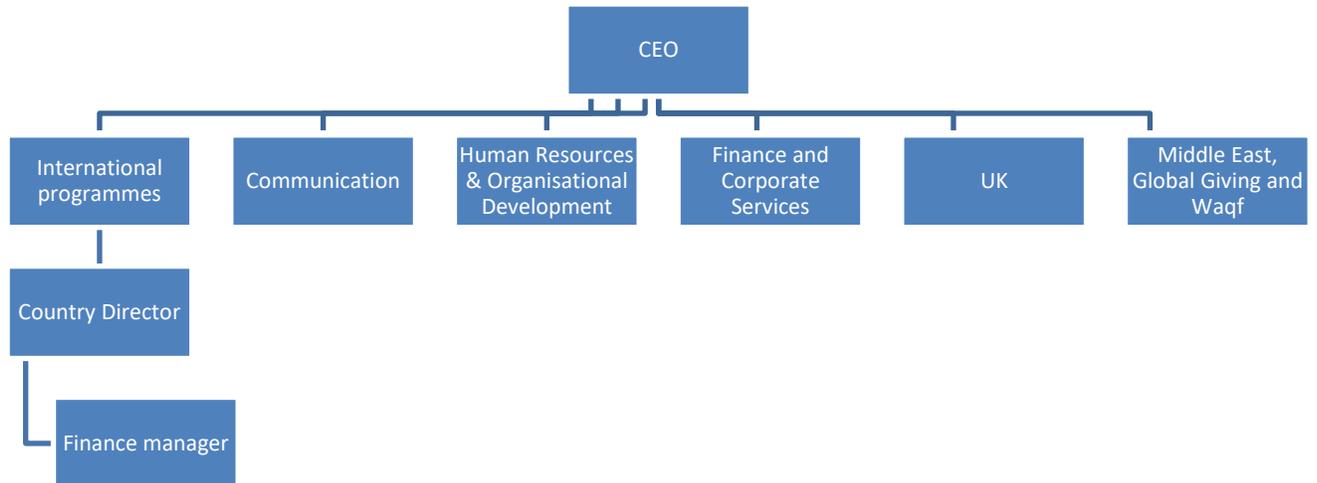
Islamic Relief Worldwide

Finance Manager – IR Mali

BASE LOCATION:	Bamako, Mali (minimum of 25% on project sites)
REPORTING TO:	Country Director – IR Mali Matrix Management with Regional Finance Manager – WA
LINE MANAGEMENT RESPONSIBILITIES:	Finance Team in country and Sub offices
PURPOSE OF DIVISION:	<p>The International Program Division - International Finance and Services unit provides accurate and punctual financial management, reports and forecasts on the organization's income and expenditure.</p> <p>The division empowers and builds the capacity of the field offices and Partners to manage funds effectively and efficiently, meeting international standards and the standards of the IR donor agencies.</p> <p>This is achieved through both organizational and individual learning, and through an organization wide system of development and deployment.</p>
JOB PURPOSE:	<p>To manage national finance, provide advice to the Country Director on financial management while overseeing sub-offices' finance functions. Ensure effective control of all financial matters, ensuring compliance with donor requirements and Islamic Relief financial guidelines, as well as accurate and timely reporting.</p>



Structure of Department IRW





KEY OBJECTIVES

- To ensure the development of an efficient, clear and transparent Finance Department in Mali.
- Responsible for the creation, planning, coordination, day to day financial management, reporting and development of the IR Mali finance related operation.

KEY WORKING RELATIONSHIPS

Regular liaison and engagement within Finance team, other stakeholder departments, CD, Partner organization, Regional Team, Regional Program Coordinator, external bodies and IRW finance etc. as per advice of Line manager.

KEY ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

1. FINANCE MANAGEMENT AND CONTROLS

- To maintain financial systems and controls to ensure the efficiency, integrity and transparency of the office and sub-office operations in accordance with IR guidelines, national legal requirements and internationally accepted accounting standards.
- To ensure all accounting records and supporting documentation for all financial transactions are maintained in a systematic order and in a safe and secure condition under the custody of the organization.
- To provide IR with complete, accurate and timely financial reports, including institutional donor reports where required for all projects implemented in the country, in the required formats.
- To maintain accurate and effective financial controls on all transactions incurred by the office and sub-offices as part of project implementation and other related costs.
- To maintain effective control over cash and bank (ensure that cash in hand and bank reconcile with accounting records). Ensure that the office and sub-office funds are well managed and that adequate funds are available to meet the organization's responsibility.
- To provide quarterly and where required monthly financial reports to the regional finance,
- To assist and support the Head of Programmes, programme Coordinator and Country Director in ensuring that field projects expenditures meet IR and institutional donor requirements and remain within the approved plans and budgets.
- To assist and support the Head of Programmes, programme Coordinator and Country Director in the preparation of budgets for project proposals and annual field office budgets.
- To ensure the effective and efficient working of budgetary, accounting, reporting and internal control systems for the field and all sub-offices.
- To liaise with external auditors, government departments, banks regularly.
- To manage and undertake local internal audits of the field and sub-offices including implemented projects
- Regularly assess country financial performances, identify gaps, and support the country team to identify proactive solutions to enhance financial efficiency.
- Ensure timely and accurate donor invoicing, fund transfer request, and financial reconciliations to maintain financial stability in country office.

2. COMPLIANCE AND STANDARDS



- Ensure that all IR Sub-offices in the country use and comply with IR guidelines and national Health & Safety regulations while ensuring we maintain a good working environment in all workplaces/offices.
- To ensure procurement is conducted according to IR standards as well as donor agency requirements.
- To ensure that adequate measures are in place to safeguard the assets of the organization.
- To ensure that contracts, leases and other agreements are properly prepared and updated to meet agency needs; including fair and reasonable commitments from service vendors; and to comply with legal obligations.
- Monitor and evaluate financial staff performance, providing necessary feedback and support for continuous improvement

3. CAPACITY BUILDING

- To identify the needs and support for development of staff and partners (where needed) to build their capacity and competence enhancement in preparation of financial reports, donor financial reports in line with donor reporting requirements.
- To provide guidance and develop the finance staff of the field office and sub-offices
I.e. to build the capacity of national staff to reconcile MS Dynamics AX ledger entries to the Budget Versus Actual.
- To participate in the recruitment, selection and induction of new finance staff.
- To train staff and partners in budget preparation and monitoring.

4. NETWORKING

- To represent IR in relevant forums and contribute to technical interactions and discussions on the same.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to Islamic Relief Worldwide vision and mission.

Essential:

Knowledge, Skills and Qualifications

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Qualified Accountant (ACCA/ACA/CIMA/CCAB) (part/fully consideration will be as per experience)
- Knowledge of MS Dynamic AX or ERP systems.
- Excellent communication skills with the ability to present financial matters to non- financial managers.
- Proven experience in finance and accounting, preferably in humanitarian or development organizations.
- Ability to manage and supervise finance and non-finance staff in multiple and remote locations.



- Ability to think strategically.
- Good computer literacy skills.
- Ability to adapt to new situations and needs.
- Ability to develop and build capacities of staff.
- Disposition of a team player.

Experience

- International experience in a finance role,
- Experience in budget development, financial forecasting, and variance analysis.
- Ability to work independently and provide initiative in improving finance/Administration functions.
- Familiarity with multi-donor grant management and funding mechanisms
- Experience working in fragile or humanitarian contexts is an asset.
- To establish good working relationships with a variety of people.
- To communicate clearly in writing and orally
- To work under pressure and prioritize effectively

Personal Qualities

- **Problem-Solving & Decision-Making:** Strong analytical and problem-solving skills with the ability to make data-driven financial decisions.
- **Ethics & Integrity:** High ethical standards, commitment to transparency and strict adherence to financial policies.
- Culturally sensitive

Desirable:

- Demonstrates the flexibility and energy that is required for a high level of self-management and awareness.
- Professional certifications such as CPA, ACCA, CIMA, or CMA are highly desirable.
- Previous experience working overseas, preferably with an NGO
- A master's degree in finance, Accounting, or a related field is an added advantage
- Knowledge of Arabic is an asset