



Position Description Finance Manager

Position Objective:

To oversee the financial and accounting requirements of the organization and ensure that grantees of the Agricultural Transformation Initiative (ATI) have financial and administrative systems that are successfully set-up, appropriately documented, and robust.

Duration: Full-time

Reports to: ATI, Country Director

Location: Malawi, Africa

Duties:

The successful candidate shall be expected to:

1. Support ATI in its financial management. He/she will be responsible for engaging with HQ finance team on such matters; and ensure that he/she prepares and submits required financial reports for ATI Malawi compliance as a Malawian registered entity.
2. Conduct assessments of existing operational procedures and practices to identify gaps and areas which may require improvement and strengthening to ensure compliance with International Financial Reporting Standards (IFRS) or other accounting standards and best practices.
3. Conduct due diligence on grantees and assist in the set-up of financial management systems and controls for low capacity ATI grantees, including a proper accounting software, and reporting formats.
4. Support the development of grantee organizational policies and operations manual, including:
 - Financial management: Accounting policies, local (and in some cases international) tax legislations, disbursement procedures, payment process, planning and budgeting, accounts, reporting and liquidation, financial reports and internal controls, functions and duties of financial management team and audit
 - Procurement: procurement plans, roles and responsibilities of procurement teams, procurement of goods and services, procurement at the district level, verification of goods/services/providers, and reporting and accounting
 - Human Resources: generalized guidance, practices on the approach adopted by the organization concerning various aspects of employment, including compliance with the Malawi Labour Laws.
 - Administration: guide the operation of grantee finance, in compliance with federal, state, and local law and consistent with legislative policy



- Safeguard/Governance: ensure transparency, anti-corruption, anti-bribery and equal practices
 - Operations: ensure that the operation of all financial management systems are satisfactorily maintained and in-line with all requirements through annual regulatory compliance and monitoring; keep the ATI updated with regulatory requirements that would impact our ability to implement programs
5. Provide continuous training and technical support to active grantee financial staff to improve financial management practices and to develop their skills for operating improved computerized accounting/financial management systems.
 6. Co-monitor regulatory and fiduciary compliance of grantees throughout the grant implementation period so as to safeguard ATI resources against potential pitfalls of non-compliant entities.
 7. Audit of all grantee projects, including start-up and semi-annual visits to ensure all financial management procedures are being followed and applied; including conducting internal checks and balances.

Requirements: This position is open to an individual who meets the following requirements:

- Individual - should be an expert with a degree in accounting, finance, or a related field, with a recognized professional accountancy qualification (ACCA), a registered membership with the Institute of Chartered Accountants in Malawi (ICAM), a clear understanding of Malawi business and tax regulations, auditing experience, and at least 10 years of experience in the financial sector.

How to Apply:

In order to be considered for this position at the Foundation for a Smoke-Free World please express your interest and email your resume to: careers@smokefreeworld.org