ToR Finance Manager

ADPP Angola is an Angolan non-governmental organization. Established in 1986 and registered with the Ministry of Justice, ADPP works across four major sectors: health, education, agriculture and environment, and integrated development. Currently, ADPP Angola operates in 64 municipalities across the country, positively impacting the lives of approximately 1.3 million people, mainly in rural and suburban communities. ADPP maintains strong collaborative relationships with national and local government entities, international partners, business associates, and local leaders.

ADPP Angola is inviting suitably qualified and experienced persons to apply for the position of Finance Manager for an expected USAID funded project to be implemented in Angola to provide HIV/AIDS prevention, care and treatment services in Cunene, Benguela, Lunda Sul and Huambo provinces.

This position is contingent upon the award of the opportunity to ADPP. The position is expected to be based in Luanda and will report to the ADPP National Project Coordinator. Angolan nationals and/or residents in Angola are encouraged to apply, particularly female.

Job summary & responsibilities

The Finance Manager will manage the day-to-day financial operations and management for the project, in collaboration with the Chief of Party and the Project Technical Lead under supervision of the ADPP Finance Director. This includes responsibility for efficient resource deployment and use, program accounting and financial reporting systems. He/she will ensure compliance with USAID financial and accounting rules and regulations.

Key Performance Areas:

- Lead the management and implementation of the program operating budget, monitoring actual performance, and developing project projections.
- Review and/or generate financial reports for compliance with donor requirements and submit to the ADPP Finance Director for approval.
- Maintain all project accounting systems, accurately ensuring expenditure against the correct codes and preparing monthly financial reports.
- Analyze spending trends and provide feedback and analysis to the Chief of Party, Project Technical Lead and ADPP Finance Director on areas with significant over or under spending and lead any necessary improvement processes.
- Provide financial guidance to staff through memos, updates to policies and manuals.
- Develop and manage internal financial audits under supervision of the ADPP Finance Director.
- Prepare financial plans and budgets up to and including close-out.
- Prepare close-out documentation at the end of funding cycles in compliance with
USAID regulations.

- Develop and implement process improvement plans to ensure project financial controls and operational procedures.
- Develop capacity of team performance and drive for excellence.
- Ensure that all assets are recorded in the Asset Register. Ensures that all assets are coded and branded according to the branding policy.
- Work with the sub-grantee(s) to coordinate financial reporting in line with project requirements.

Qualifications and Experience:

- Bachelor’s degree in finance, business administration or related field. Strong emphasis will be put on direct, relevant experience in Angola.
- Minimum of 5 years of experience overseeing financial operations and management for large-scale, complex development activities.
- Minimum of 3 years of experience overseeing the procurement administration and financial management and reporting of a U.S. Government funded activity.
- Demonstrated working knowledge of U.S. Government financial and procurement rules and regulations preferred.
- Demonstrated experience with financial management principles, tools and systems, including a high level of proficiency with computerized accounting, preferably Primavera.
- Demonstrated written, presentation, communication and organizational skills in Portuguese and English.

To Apply

Please send a CV, motivational letter and 3 references to adpp.recrutamento.saude@adpp-angola.org no later than July 20, 2023. Candidate applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.