



Job Description

Job title:	Financial Consultant
Location:	Beni, DRC
Time period:	6–12 months
Reports to:	Vice President of Operations
Other regular relationships:	Vice President of Sustainability and Development
Supervisor to:	Finance Officers of all CI programs
Salary Range:	Starting \$1000/mo; to be negotiated

Job purpose

The Financial Consultant will develop robust and excellent financial management systems for the nascent Congo Initiative entity, ensuring achievement of CI objectives, compliance with relevant laws and regulations of the DRC government, and alignment with CI bylaws and donor guidelines. The Finance Consultant will be responsible for training CI finance officers and relevant leaders in best practices for financial management as systems are implemented across the organization.

Duties and responsibilities

Development of new financial management systems and processes, including the following:

- Financial accounting and internal controls system
- Financial reporting process
- Cashflow tracking and forecasting process
- Audit management system
- Tax management system

Training and implementation:

- Guide and mentor relevant personnel to ensure successful implementation of new systems and processes across CI programs
 - Manage performance of the finance team, including goal-setting, regular feedback sessions, and appraisals.
 - Understand and address the training needs of the team.
 - Ensure discipline within the team.
- Prepare for a successful institutional transition to permanent CFO

Strategy and organizational planning:

- Provide strategic and operational direction for the finance department.
- Coordinate the budgeting and forecasting processes of the organization.

Qualifications

Education Requirements

- Degree in Accounting or related field
- Part or full ACCA / CPA qualification

Required Competencies (Knowledge, Experience, and Skills)

- Proficiency in use of QuickBooks accounting software.
- At least 3 years of financial management experience at a senior level.
- Experience in the NGO sector.
- Experience in managing donor relationships.
- Strategic and leadership skills.
- Excellent oral and written communication skills either in French or English (both preferred).

Required Attributes

- Commitment to Christian values.
- Highly organized and disciplined.
- High attention to detail.
- Personable and good team player.
- Commitment to learning and to training others.
- Interest in serving community and development.
- Willingness to work in a remote area.

Approved by:	David Kasali <i>President, Congo Initiative</i>
Date approved:	<i>16 March 2018</i>

Application Guidelines

Interested Applicants may email a CV and Cover Letter to recruitment@congoinitiative.org by 4 May 2018.