**Finance &Operations Advisor Consultant**

Last Updated: June 19, 2024

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| **Job Title:** **Finance &Operations Advisor Consultant** |
| **Location / Preferred location(s):**  Kinshasa |
| **Position Type:** Full-time |
| **Grade**: Specialist / Manager |
| **Step:**  S1 |
| **Reports To: Finance &Operations Manager** |
| **Last Updated:** June 2024 |

Ipas is a nonprofit organization that works with local, national and global partners, to improve sexual and reproductive health and rights, with a focus on ensuring that high-quality safe abortion and contraceptive information and services are available, accessible, and acceptable to women and girls.

**Position Purpose**

The Finance & Operations Advisor Consultant will assist the Finance and Operations Manager for specific finance functions, operational functions, funding functions, and human resource functions (Accurate budgeting, recording expenditures, financial reporting, donor reports, reviewing and processing payments, and backup for processing cash and accounts payable, etc.). This position will collaborate with the programs units for some matters related to accounting, reporting, auditing, and compliance.

**Summary of Responsibilities**

* **Organizational Leadership and Strategy**
* Facilitate country office compliance with all Ipas financial SOPs, policies, guidelines and processes.
* Ensures Ipas DRC is in compliance with local taxes requirements
* **Financial and Risk Management**
* Facilitates timely and accurate processing of financial transactions, reporting to NC Ipas Global Office and donors.
* Inputs all financial transactions accurately and consistently in the financial system in a timely manner.
* Ensures complete and accurate financial records for Ipas’s DRC operations and activities are properly and adequately safeguarded.
* Prepares and submits the reconciliations of balance sheet accounts.
* Facilitates all internal, external, and statutory audits and timely submission of all documents requested by the auditors.
* Participate in preparing and implementing audit corrective action plans to address all internal, external, and statutory audit findings according to the established timeline for completing each task.
* Process payments with the bank as authorized and in compliance with the financial policies and procedures.
* Facilitates budget preparations by working closely with operations, technical, and programs colleagues, using Ipas’s financial system for monitoring and implementation.
* Review expense reports manually and in Workday in a timely manner.
* **Program, technical, or functional content of the job**
* Process payroll data for all employees, consultants, interns, or other categories of personnel and issue paystubs to employees each month that are in compliance with Ipas standards.
* Facilitates the management, proper tracking and safeguarding of Ipas DRC’s assets and properties.
* Facilitates new staff recruitment and orientation processes and follows staff security matters and medical insurance.
* Performs any other duties as assigned.
* **Resource mobilization**
* Contributes to budgeting and preparation of donor reports for submission.
* **Communications & representation**
* Trains staff on using the financial system, new government rules and regulations, donor stipulations and any other reporting requirements from the Ipas Global Office, donors, or partners.
* Provides technical support to partner organizations with emphasis on compliance with Ipas’s financial reporting requirements.

**Position Requirements**

* A deep commitment to sexual and reproductive health and rights, especially abortion and contraception access
* Professional-level fluency in both French and English (speaking, reading, and writing)
* Bachelor’s or master’s degree in management, Business and Administration or a related field
* Demonstrated capacity and commitment to good stewardship of funds, including strong skills in work planning, budgeting, financial monitoring, and data-driven problem solving.
* 6-8 years of experience
* Ability to communicate in English
* Ability to travel 10%

**Education**

* Bachelor’s or master’s degree in management, Business and Administration or a related field

**Experience**

* 6-8 years of progressive job experience

**Preferred Qualifications**

* **Degree in accounting, finance, or business**
* **Chartered Accountant-CPA, ACA, or ACCA (or international equivalent) preferred.**
* **Sound knowledge of accounting principles, techniques, and local tax laws required.**
* **Demonstrated experience working in environments where meeting multiple deadlines is essential.**
* **Strong computer skills with knowledge of accounting software, database software and MS Office.**
* **Experience with an Enterprise Resources Planning (ERP) system is preferred.**
* **Strong communication, presentation and analytical skills.**

**Working environment:**

**Ability to travel up to 10% domestically (with occasional regional or global trips if applicable)**

*Ipas is strongly committed to providing a work environment that is free from all forms of harassment, discrimination, and inequity.  We recruit, employ, train, promote, and compensate our personnel without regard to race, age, sex, religion, national origin, color, creed, ancestry, citizenship, marital status, veteran status, military service, disability, genetic information, gender identity, gender expression, transgender status, sexual orientation, or any other personal characteristic protected by law or outlined by Ipas policy.*