



SILAKA Job Title : Finance Supervisor
Accountable to : Director
Accountable for : Finance Officer, Bookkeeper and Finance Support

Overall responsibilities:

Work under SILAKA Financial Management policy and guidance and direction from the Executive Director. Finance Supervisor supervises all finance operations of the organization to assure efficient and smooth running operations. S/he will implement participative management and will lead the team to develop internal finance tools to support the following areas: finance, business planning and budgeting.

The Finance Supervisor will play critical role in SILAKA senior leadership team in making strategic decision, for administrative and finance operations. This position will require individual who like taking on challenges and leadership in managing financial system under the management committee according to the policy approved by SILAKA Board of Directors.

Details responsibilities:

- Develops, compiling, supervises financial staff and controls of SILAKA Annual Operational budget
- Implementation of effective internal control, proper functioning of financial management system.
- Control financial management in order to ensure finances are managed according to internal policies and procedures and according to general accepted accounting principles;
- Manage and coordinate finance functions including personal administration and payroll
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements;
- Collate financial reporting materials for all donors, and oversee all financial, project/program and grants management according to donor policies and requirements.
- Participate in the development of proposals, budgets and materials for projects;
- Plan activities schedule on a monthly, quarterly, and annually;
- Participate in recruiting, managing and supervising finance staff and assist in staff development and appraisal work plan of subordinates.
- Meets with finance staff twice a week for reflection evening sessions and helps with the preparation of meetings and discussions.
- Other tasks as assigned by Executive Director.

Education and Skills Qualifications:

- Has an advanced degree in Accounting or Finance Administration and/or completion of second level of a recognized accounting program combined with related financial management experience;
- Minimum 3-4 years of work experience in the field of finance/accounting as a Finance Manager, experience working with an organization;
- Demonstrated understanding of Internal Financial Control, and Fund Accounting
- Having strong facilitation skills in teamwork and interpersonal skills;
- Demonstrated ability to motivate, supervise staff, and maintain good working environment
- Excellent financial report writing skills;
- Self-motivated, history of honesty and detailed oriented;
- Ability to work as a team or independently with little supervision;
- Fluent in Peachtree accounting system;
- High level Computer Skills (Word, Excel, Power Point)

- Willingness to work flexible hours and may require travel in the field;
- Has leadership quality who will be willing to take on challenges and work under pressure.

Salary range \$750.00 - \$950.00

Updated as of 2 August, 2017

