



## Plan International Haiti: Recruitment

Working in 50 developing countries across Africa, Asia and the Americas, Plan International aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programs that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan International, one of the world's largest children's NGOs, has been working in Haiti for over 43 years with children, youth and poor communities.

### **Title: Country Finance Manager**

**Localisation :** Bureau Central

**Durée :** 1 year (renewable)

#### **Purpose:**

The Finance Manager will lead on budgetary planning, financial analysis (for informed and timely decision-making) and ensure adequate control of resources and compliance with organizational financial standards and statutory legislation and regulations.

#### **Key Responsibilities:**

##### *Budgetary Planning, financial analysis and monitoring*

- Oversee the overall corporate budgeting preparation, management and monitoring processes in the country;
- Treasury management: oversee cash flow, revenue and overall finances
- Review annual budgets and recommend any changes if needed;
- Monitoring and interpreting cash flows and predicting future trends;
- Establish accurate forecasts regarding expenses and revenues and manage regular reporting requirements;
- Develop and implement cost recovery processes to support the operation;
- Maintain accurate grant expense records including supporting documents that are approved by the appropriate staff;
- Conduct reviews and evaluations for cost-reduction opportunities;
- Generate financial reports related to budgets, grants implementation, account payables, account receivables, expenses, etc.

##### *Financial Operation*

- Manage financial accounting, monitoring and reporting systems;
- Develop standard accounting procedures to improve financial operations efficiency in line to Operations Manual;
- Ensure account payable and receivable activities in line with organizational procedures and local regulations;
- Monitor and manage all expense within the allotted budget;
- Ensure the adequate implementation of account reconciliation activities;

- Update the financial authorization matrix at least once a year or more frequently if necessary and obtain approval from the CD;
- Review financial data for accuracy, correctness and completeness;
- Lead and control the tax compliance of the organization regarding the local law of the countries;
- Ensure the adequate and updated registered of information into SAP and corporative systems, and the financial statements into the required timeframe;
- Developing financial management mechanisms that minimise financial risk and ensure that actions are taken to strengthen financial controls and procedures.

*Support and Advise CMT decision-making.*

- Support the Country Director in fund application preparation and inform the Regional Office for other plans;
- Payroll support, tax compliance as required;
- Implement the finance action plan;
- Keeping abreast of changes in financial regulations and legislation;
- Identify potential opportunities to pursue collaboration and joint initiatives between Haiti and Dominican Republic.

*Developing an excellent and high performance culture*

- Leading the recruitment, developing and motivation of high performance finance teams;
- Ensuring that the performance management of the finance staff is in compliance with the global standard;
- Hire and train new employees on financial operations;
- Conduct counseling sessions to identify skill development needs
- (Co)facilitate team building as appropriate

*Risk management*

- Manage all relevant risks per organizational risk management standards
- Ensures that Plan International's global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

**Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives :**

- Bachelor's degree in finance and accounting, and certified public accountant designation;
- BS/MA degree in Finance, Accounting or Economics;
- Proven experience as a Financial Manager, minimum 10 years;
- Extensive understanding of financial trends both within the company and general market patterns;
- Proficient user of finance software;
- Strong interpersonal, communication and presentation skills;
- Able to manage, guide and lead employees to ensure appropriate financial processes are being used;
- A solid understanding of financial statistics and accounting principles;
- Working knowledge of all statutory legislation and regulations;
- problem-solving skills and initiative;

- Fluent French and English speaking and writing skills.

**Deadline to submit:** 22/03/2019

**To Apply**

Your application must have: cover letter, CV, copies of diplomas and work certificates, Police Record.

Kindly click on the following link :

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=35222&company=PlanInt&username=>

***Plan is an organization that advocates equal access to employment and is committed to the protection of children and gender equity. Applications from women are strongly encouraged.***

***Only candidates whose files have been pre-selected will be contacted by phone.***