



Forest Peoples Programme

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FINANCE OFFICER / MANAGER FOR DRC BASED PROJECT

Job Description and Person specification

The Forest Peoples Programme is an international NGO which promotes the rights of indigenous and tribal forest peoples to their forests, lands and livelihoods. Our staff comprises specialists in human rights, anthropology, international law, development and tropical forest ecology. This post is an excellent opportunity for an enthusiastic and experienced person to join our dynamic team of committed individuals. See our website www.forestpeoples.org for more information about our work.

The finance person will join the FPP UK finance team and will be responsible for the financial management of a grant from the Swedish Development Agency. You will either be based in our offices in Moreton in Marsh or in the office in Kinshasa in the DRC with frequent travel expected between the two countries. You will work closely with FPP's technical and policy staff in DRC and the finance staff based in the UK, providing the financial input needed to complete this project. You will liaise with project partners in DRC regarding management and accounting of project funds transferred to them, and will play a role in financial training of partners to meet donor requirements. You will also be responsible for the preparation of accounts for auditing, and donor reporting.

We are looking for a well-organised, self-motivated person with strong bookkeeping and financial management skills. You will preferably hold a professional accounting qualification. You must enjoy working as part of a team and preferably have experience of working with an international non-governmental organisation. You are able to prioritize your own workload, meet deadlines and respond flexibly to unforeseen events. You must be able to maintain good communications with colleagues at a distance. Fluency in French and English essential.

SPECIFIC RESPONSIBILITIES

- Monitoring project expenditures in Kinshasa and providing financial reports for budget holders in a timely manner to comply with grant reporting schedule.
- Visiting partners based in various provinces of DRC, to ensure that their finance systems are robust, and carry out regular verification checks of expenditure.
- Providing financial training and support to staff and partners, to build their financial capacity, and to ensure the grant conditions are met, including supporting partners to prepare for audit as required.
- Supporting the setting-up and implementation of finance systems that minimise any potential fraud or mismanagement of funds, both for FPP in Kinshasa and for partner organisations.
- Maintaining project files and preparing project accounts for project completion and final audit.
- Liaising with donors on financial issues as required.
- Checking partner financial reports and supporting documentation.
- Providing administrative and monitoring support to Kinshasa staff, including in the preparation of contracts and documentation for partners and suppliers.
- Developing an excellent working relationship with partners in the DRC and with FPP staff in DRC and in the UK.
- Assisting with other financial controls and procedures as required.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

KNOWLEDGE	
Essential	Desirable
Finance knowledge – minimum 3 years’ experience of finances, preferably in an international NGO setting, together with professional accounting qualification – ACA, CIMA or equivalent	
Familiarity with procedures and requirements of external funders	
Familiarity with accounting packages	Knowledge of Sage Saari accounting system
EXPERIENCE	
Essential	Desirable
Experience of project financial monitoring and reporting	Experience with administration of complex grants from funders such as SIDA, EC, DFID
Experience of managing finances in a medium sized NGO	Experience of registering NGO with local authorities, and ensuring compliance with national law
Experience of complying with funding contracts and reporting to donors	Experience within an international NGO setting
Experience of working with and giving advice to partner organisations	Experience of giving finance training to partners Experience of preparing for project audit Experience of internal audit of partner systems
Experience of working as part of small team	
SKILLS	
Essential	Desirable
Good financial presentation/ report production skills	
Good communication skills, and fluent in English and French	
Familiarity with Excel, Word and accounting packages	
Experience of working with people from different cultures	Experience of working overseas
Attention to detail and high levels of accuracy	

Terms

- Full-time, based at FPP’s offices either in Moreton-in-Marsh, UK or Kinshasa, DRC
- Remuneration will depend on qualifications, experience and location
- Fixed term contract until 31 October 2018, starting as soon as possible.

To apply for this post

Please fill in and return the application form by email to info@forestpeoples.org. Please include “DRC Finance and *your name*” in the subject of the email

We are looking for someone as soon as possible and applications will be reviewed on receipt.

Interviews: to be arranged as soon as possible.

We regret that we are unable to contact candidates who are not called for interview