



## Job Title: Finance Manager - Zambia

### About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems but, solve for tomorrow's.

### Position Summary

The Finance Manager contributes his/her energy, passion and skills primarily to supporting Seed's Zambia country program in a fast-paced office during a time of rapid growth. The position is a full-time position based in Lusaka. The Finance Manager supports various Finance and Accounting functions (including developing, maintaining and implementing policies, procedures and systems) and manages special projects related to organisational needs and priorities as requested by the Country Director and the Global F&A team.

This full-time position reports to the Country Director and works closely with the Global Finance & Operations Manager, respective Program Managers and officers, Global F&A team and works closely with all country and team members.

The Finance Manager will manage the Finance department in country.

### Duties and Responsibilities

#### Finance and Accounting

- Preparation and submission of regular financial reports of the country activities to Boston within agreed timelines and initiate monthly funds advance requests from Global finance team based on the monthly expenditure projections of the country office activities.
- Implement the current accounting system QuickBooks Desktop and ensure that it meets the key requirements relating to reporting to key stakeholders including segregation of donor funds and reporting to statutory bodies until its retirement within the next year and participate in the implementation of the new ERP system, Sparkrock 365.

- Collaborate closely with the Global Finance & Operations Manager on system implementation and maintenance.
- Support the Country Director and Global F&A team to ensure that all country and global teams are informed of significant issues and developments concerning Zambia financial management.
- Manage the Zambia budget, including facilitating the team through annual budget development, ensuring the budget file accuracy and completeness, regularly monitoring of the activities including tracking and analysing budget to actual reports, and reporting to the Country Director and other team members on progress.
- Support the grants management function, in collaboration with the Global Finance and Development teams, including the development of grant budgets, monitoring specific grant/project budgets, and analysing and reporting on variances.
- Manage relationships with the bank and external auditors, at the direction of the Country Director as well as management of Seed Zambia treasury, including monitoring of bank account balances.
- Manage accounts payables including ensuring that all cash requisitions are authorised before payment and that payment vouchers are posted in accordance with documented processes.
- Ensure that all supporting documents are properly filed appropriately both in soft and hard copies per documented procedures and stipulated by the law for compliance and tax auditing if/when needed.
- Maintain petty cash level in the safe according to approved amounts at any point in time and ensure the safe is always under lock and key.
- With support from the Global F&A team and the Country director, Lead for year-end audit exercises of the books of accounts for the country office and support the Global F&A team in preparing for global end-of-year audit exercises.
- Ensure integrity of all financial and accounting processes, including monitoring internal control measures and advising on measures for strengthening and/or optimising Seed Zambia's overall financial wellness including its internal controls.
- Manage relationships with statutory bodies such as Zambia Revenue Authority and NAPSA etc for compliance and ensure filings of returns are done and paid timely.

### Operations Support

- Support the Operations Manager to ensure compliance to statutory obligations in line with corporate registrations around International NGO status
- Support procurements in accordance with documented processes and procedures.

### Program Support

- Research and synthesise financial information to inform planning, strategic decision-making activities, and grant proposals.
- Responding promptly to queries and internal requests for information.
- Support the Country Director and Country team to develop and monitor program-related budgets and have appropriate actions in line with stipulated budgetary processes.

### Educational qualification, skills and experience

- A minimum of a bachelor's degree in accounting & finance or its equivalent in a related discipline.

- A full professional qualification in accounting is desirable and a minimum of level 3 is a must.
- At least five years' experience working in a busy international NGO setting - a minimum of 3 years should have been as part of senior management.
- Proficiency in ERPs such as Microsoft Dynamics, QuickBooks or similar software.
- Excellent proficiency in Microsoft suite especially Excel and Word.
- Experience in Power Bi or other data visualization and reporting software is a plus.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Organised, detail and result oriented.
- Flexibility and proven ability to handle multiple tasks and manage project deadlines.

### Working Conditions

- Will be based in the Lusaka office.
- Travel expected during partner engagements and team meetings.
- Will be required to sit/stand for up to eight hours per day.
- Working for a maximum of 40 hours per week except on public holidays and weekends.

### Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, attractive leave packages, and professional development benefits.

### How to apply

Interested applicants should upload a cover letter, current CV/resume and at least 3 referees addressed to Human Resources.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation based on race, colour, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.