

# **JOB DESCRIPTIONS (JDS) FOR THE POSITIONS IN THE AYLF FINANCE DEPARTMENT:**

## **1. Position: Finance & Resource Mobilisation Manager**

**Reports to:** CEO and Founder, AYLF

**Supervises:** Accountant, Accounts and Grants Officer

### **Job Summary:**

The Finance & Resource Mobilisation Manager is responsible for overseeing the financial health and sustainability of AYLF. This role involves strategic financial planning, mobilizing financial resources, and providing critical financial guidance to ensure AYLF meets its mission and objectives. The Finance Manager will lead budgeting, financial analysis, and compliance, as well as manage and mentor the finance team.

### **Key Responsibilities:**

- **Financial Planning and Strategy:**
  - Lead the development and implementation of AYLF's financial strategy, ensuring alignment with organizational goals.
  - Prepare and manage long-term financial plans, including capital allocation and forecasting to support strategic projects and programs.
- **Budgeting and Forecasting:**
  - Develop and oversee the annual budgeting process, working with department heads to ensure realistic financial targets.
  - Monitor budgets and financial forecasts, providing actionable insights to the leadership team.
- **Financial Mobilization:**
  - Identify, pursue, and secure funding opportunities to support AYLF's programs and initiatives, working closely with the CEO and leadership team.
  - Develop and manage relationships with donors, partners, and other financial stakeholders, preparing proposals and financial projections to support funding applications.
  - Prepare financial documentation and presentations for donor meetings, funding proposals, and partnership negotiations.
- **Financial Reporting:**
  - Prepare comprehensive financial reports, including income statements, balance sheets, and cash flow statements, for presentation to the CEO and Board of Directors.
  - Ensure timely submission of monthly, quarterly, and annual financial reports.
- **Risk Management and Compliance:**
  - Assess and manage financial risks, including foreign exchange, liquidity, and operational risks.
  - Ensure compliance with financial regulations, donor requirements, and AYLF's financial policies.
- **Leadership and Team Management:**
  - Supervise and mentor the finance team, setting performance goals, providing feedback, and identifying opportunities for professional development.
  - Promote a culture of accountability and transparency within the finance department.

- **Financial Systems and Processes:**

- Oversee the development and implementation of effective financial systems and internal controls.
- Identify opportunities to enhance financial management processes, implementing technology solutions to improve efficiency.

- **Stakeholder Engagement:**

- Collaborate with external auditors, banks, donors, and other financial institutions.
- Support the CEO in building relationships with funders and partners, providing financial information and analysis as needed by the AYLF management team and Board.

**Qualifications:**

- Bachelor's degree in Finance, Accounting, Economics, or a related field; Master's degree or CPA/ACCA certification preferred.
- 8+ years of experience in finance management, ideally within the non-profit or NGO sector.
- Strong knowledge of financial planning, budgeting, forecasting, and risk management.
- Strong knowledge and demonstrated leadership in resource mobilisation for a non-profit.
- Demonstrated leadership skills, with experience managing a finance team.
- Proficiency in financial management software, QuickBooks, SAP, and Microsoft Excel.
- Excellent analytical, organizational, and communication skills.

## 2. Position: Accountant

**Reports to:** Finance Manager

**Supervises:** Accounts & Grants Officer

### **Job Summary:**

The Accountant is responsible for maintaining accurate and up-to-date financial records, preparing financial statements, and supporting the Finance Manager in budgeting and reporting activities. The Accountant will manage accounts payable, accounts receivable, and ensure compliance with financial policies and procedures.

### **Key Responsibilities:**

- **Financial Record-Keeping:**
  - Maintain general ledger accounts and prepare journal entries to ensure accurate and timely financial reporting.
  - Reconcile bank statements, accounts payable, and accounts receivable balances regularly.
- **Budget Support:**
  - Assist in the preparation of departmental and project budgets, supporting budget holders in monitoring and managing expenses.
  - Track and analyse budget variances, providing insights to the Finance Manager and program teams.
- **Financial Reporting and Analysis:**
  - Prepare monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow reports.
  - Conduct financial analysis to support management decision-making and funding proposals.
- **Compliance and Internal Controls:**
  - Ensure all financial transactions comply with AYLF policies, accounting standards, and donor requirements.
  - Support internal and external audits by providing required documentation and clarifying information as needed.
- **Accounts Payable and Receivable Management:**
  - Process payments and ensure timely settlement of vendor invoices, monitoring cash flow needs.
  - Oversee accounts receivable, ensuring proper documentation and timely collection of outstanding funds.
- **Payroll Administration:**
  - Prepare payroll calculations, ensuring compliance with tax and regulatory requirements.
  - Process staff reimbursements and allowances in a timely and accurate manner.
- **Financial Systems and Process Improvement:**
  - Identify opportunities for efficiency and effectiveness within finance processes, recommending improvements to the Finance Manager.
  - Provide training to program teams on financial procedures and compliance standards.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field; CPA or ACCA certification preferred.
- 5+ years of experience in accounting, preferably within a non-profit organization.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Proficiency in QuickBooks, SAP accounting software and Microsoft Excel.
- Strong analytical skills and attention to detail.
- Ability to work effectively within a team and independently.

### 3. Position: Accounts & Grants Officer

**Reports to:** Accountant

**Job Summary:**

The Accounts and Grants Officer supports AYLF's financial operations by processing transactions, maintaining accurate financial records, and ensuring compliance with policies and procedures. In addition, the Accounts and Grants Officer assists with grants proposal writing, supporting AYLF's efforts to secure funding through detailed financial inputs and budget preparation for grant applications.

**Key Responsibilities:**

- **Grants Proposal Writing Support:**
  - Collaborate with the Finance Manager and Accountant in preparing financial documentation for grant proposals.
  - Assist in drafting budget proposals and financial sections for grant applications, ensuring alignment with funder requirements.
  - Conduct research on potential funding opportunities and maintain records of grant deadlines, submission requirements, and reporting schedules.
- **Transaction Processing:**
  - Process and record day-to-day financial transactions, ensuring accurate data entry in the accounting system.
  - Handle cash payments, bank deposits, and petty cash transactions, reconciling cash balances daily.
- **Accounts Payable and Receivable:**
  - Prepare and process vendor invoices, ensuring appropriate approvals and accurate coding of expenses.
  - Track accounts receivable, sending reminders for outstanding payments as required.
- **Record Maintenance:**
  - Maintain organized files of financial documents, including invoices, receipts, and financial correspondence.
  - Assist in preparing financial reports by providing accurate and up-to-date data from financial records.
- **Reconciliation and Reporting:**
  - Reconcile petty cash and bank accounts regularly, investigating discrepancies and reporting issues to the Accountant.
  - Support monthly and year-end closing processes by assisting in data compilation and reconciliation.
- **Support to Accountant and Finance Manager:**
  - Provide support in preparing financial statements, reports, and analysis as needed.
  - Assist in maintaining compliance with AYLF's financial policies and procedures.
- **Documentation and Compliance:**
  - Ensure all financial transactions are documented in line with AYLF's financial management guidelines.
  - Support audit preparation by organizing and providing necessary documentation to the Accountant and Finance Manager.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- 2+ years of experience in accounting or finance, preferably within a non-profit organization.
- Experience in non-profit grant proposal preparation and proposal development processes.
- Proficiency in accounting software and Microsoft Excel.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Good organizational skills and ability to manage multiple tasks effectively.
- Basic understanding of accounting principles and financial regulations.