

Senegal Jobs Expertini®

Finance Manager - Senegal

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Company: Mercy Corps

Location: Dakar

Category: other-general

Description

About Mercy Corps

Mercy Corps is a global team of humanitarians working together on the front lines of today's biggest crises to create a future of possibility, where everyone can prosper. In more than 40+ countries around the world, over 5,400+ team members work side by side with people living through poverty, disaster, violent conflict, and the acute impacts of climate change. We're committed to creating global change through local impact — 84% of our team members are from the countries where they work.

The Program and Team Summary

Mercy Corps Senegal began operations in early 2023, following its global merger with the Energy for Impact organization, operational in Senegal since 2012 and in Benin since 2019, providing greater access to sustainable and renewable energy across communities. With funding from Energia/SIDA, GIZ and private foundations, its current portfolio in these two countries focuses on supporting the development and growth of small and medium-sized enterprises to provide energy products and services to vulnerable populations, through business advisory services and access to financial resources to develop and expand their activities.

Mercy Corps Senegal office provides direct remote support to a project currently being implemented in Benin. In addition, the country office also hosts a small regional team which is managed separately by the regional structure but works closely with the Senegal country team.

General Position Summary

Under the Country Director's supervision and working closely with the Senior Finance Technical Advisor, the Finance Manager will be based in Dakar and will be the finance focal point for all programs implemented in Senegal and Benin. He/she will ensure timely submission of Expenditure vs. Budget (BVA) reports, monitoring of compliance with Mercy corps financial procedures as well as donor rules. He/she will be responsible for the financial functions and finance staff, financial reporting and assisting the country office in ensuring compliance with Mercy Corps policies and procedures and donor requirements for grants and contracts. The incumbent will be the lead for the overall management of the country accounts for Senegal and Benin, reinforcing capacity building of national team members, and will play a coordinating role with the various departments and functions within the country offices.

Essential Responsibilities

CORE FUNCTIONS

Provide clear and relevant financial guidance to the Country Office for strategic decision-making in the management of ongoing projects and in the search to increase the portfolio of countries of coverage.

Ensure that all projects implemented in country offices comply with donor rules and regulations as well as Mercy Corps financial procedures.

Assist in the preparation of annual and proposal budgets and implement budgeting and grant forecasting systems with program managers.

Develop an operational cost allocation system covering ongoing projects to ensure that countries can cover their respective support costs and advise line management on mitigation measures in the event of default.

Carry out the monthly closing of accounts in accordance with the relevant procedure by the 10th of the month following the period concerned for Senegal and Benin.

Maintain an effective and efficient internal control system, including monthly amortization files for prepaid costs, monthly reconciliation of balance sheet accounts and regular review of the General Ledger.

Produce local financial policies based on identified needs for Country Director approval.

Conduct financial reviews of documents to ensure compliance with MC policies and procedures and donor requirements for grants and contracts.

Train and advise on adherence to MC policies and procedures and donor compliance requirements.

Prepare and update monthly reports on grant expenditures compared to Budget (BvA), including staffing and operational cost projections, work with program managers to ensure program projections are updated, and organize monthly meetings to review BvA and projections, to ensure program implementation is aligned with expected budget consumption.

Organize regular orientations and ongoing support to country team members on Mercy Corps rules and regulations of respective donors.

Review cash and bank journals to identify errors and/or inconsistencies and make corrections.

Act as lead coordinator for audits and point of contact for auditors.

Any other responsibilities as assigned.

TEAM MANAGEMENT

Create and maintain a work environment based on mutual respect, in which team members strive for excellence.

Promote accountability, communicate expectations, and provide constructive feedback through regular performance reviews.

Develop team capabilities, deepen understanding of their roles and support them in their career development.

Visit to supervise, evaluate, and train team members.

Recruit and orient new team members as required.

Supervisory Responsibility

Finance Assistant(s)

Accountability

Reports Directly To: Country Director

Works Directly With: Senior Finance Technical Advisor, Program Managers, Operations

team members, MCE and PDX Finance team.

Accountability to Participants and Stakeholders

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

Minimum Qualifications & Transferable Skills

Advanced knowledge of Excel and experience in financial analysis are required (This aspect will be assessed).

At least five (05) years' experience in finance, including budgeting and financial analysis.

At least a bachelor's degree in finance or accounting is required.

Strong accounting skills and experience, including general ledger management, journal entries, payroll, analysis of balance sheet accounts (assets and liabilities);

Knowledge of donor compliance and regulations (USAID, UN and European donors: GIZ, EU...),

Knowledge of accounting software, Navigator an asset.

Written and oral communication skills in French and English (This aspect will be assessed).

Success Factors

The ability to interact effectively with international and national staff, in French and English, is required. Proven ability to multi-task, meet deadlines and process information to support changing program activities is required. The ability to work independently is essential. A high professional standard of financial and procurement ethics and the willingness and ability to uphold Mercy Corps and donor policies and procedures are essential. The ability to take financial data and present it in meaningful financial reports is essential. The Finance manager must be willing to travel to local Mercy Corps offices and project sites.

Living Conditions / Environmental Conditions

The position is based in Dakar, Senegal and it requires up to 25% travel to support country programs and under Senegalese contract.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC **and have signed on to the** We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to and values at all times. Team

members are required to complete mandatory Code of Conduct eLearning courses upon hire and on an annual basis.

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