



Job Description: Finance & Administration Officer

Reports to: Head of Operations, with dual reporting to the Country Director
 Location: Luanda, Angola
 Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) is a southern African non-profit organisation focused on democracy development in the region. With headquarters in South Africa, DWF works through its country offices to provide tools to develop resilient democracies. As an independent foundation, we build and promote inclusive, equitable and sustainable consensus democracies. We do so by providing tools, platforms and content to strengthen democrats, democratic culture and democracy institutions. DWF works on the supply and demand side of democracy.

The participation of civil society in the strengthening of the country's democracy is quite evident and marked by few but relevant successes stories although with some setbacks. Democracy Works Foundation is implementing a U.S. Department of State project in Angola, the CSO Capacity Building for Credible Local Elections (CAB4CLE) Project.

The Project aims to meet the following objectives:

- 1. Enhanced capacity and knowledge for civil society to undertake evidence-based advocacy for democratic local governance and to meaningfully participate in local electoral processes.*
- 2. Increased capacity and knowledge for the citizenry to meaningfully participate in the local governance electoral processes.*
- 3. Increased engagement of National level electoral stakeholders including the CNE, political parties, government institutions to facilitate joint reflection and learning as well as addressing issues that contribute to credible electoral processes.*

With the 2022 local government elections as starting point, the project is designed as an iterative process involving learning, standards development, capacity development, building democratic cultures, and civic participation.

Position Summary

The role is primarily to support the Country Office on all donor budgeting and financial requirements. The role will also be responsible for compliance in line with DWF and donor financial policies and procedures, budgeting and generation of budget performance reports, monitoring and reporting on variances as well as the quality assurance of financial documentation generated in country.

This is a fixed term contract until the end of the project and is dependent on performance, donor agreements and the availability of funds.

Areas of Responsibilities <i>(may include but not limited to)</i>	
Financial administration	<ul style="list-style-type: none"> • Working closely with the Project Manager, prepare the Programme and activity budget • Produce monthly expenditure reports and monitor expenditure within the Programme budget lines • Prepare monthly programme reconciliation and forecast in accordance with requirements from the Head of Operations • Contribute to the preparation of quarterly financial report in line with DWF and donor requirements

	<ul style="list-style-type: none"> • Process local income and expenditure and input all transactions onto the online accounting system • Process invoices and bills relating to the Programme and in line with DWF policy • Preparation and analysis of local cash flow • Assist with Subaward management including Due Diligence reviews of potential grantees, reviewing budget submissions and financial reports from grant partners. • Training and providing financial capacity building to grant partners.
Donor Reports preparation	<ul style="list-style-type: none"> • Prepare timely and accurate financial reports in line with narrative reports that meet all donor requirements • Prepare quarterly reports • Work closely with the Country Director and Project Manager to prepare project budget.
Cashbooks, Trial Balances and Ledgers	<ul style="list-style-type: none"> • Participate in project related verification exercises. • Prepare partner reconciliations on a monthly basis • Support Country Director and Project Manager to understand the financial requirements of the project and have systems that can meet these. • Assisting in the training on project financial issues
Cash flow and Cash/Bank Reconciliation	<ul style="list-style-type: none"> • Prepare Project cash flow projections (income, expenditure and fund transfers) ensuring that funds are correctly allocated and managed in a timely and accurate manner. • Sign off petty cash accounts on a monthly basis • Assist the Finance team to review Bank and Cash Reconciliations for project accounts on a monthly basis.
Grant management	<ul style="list-style-type: none"> • Provide technical backstopping and oversight to the sub-grants in their management of sub-grants
Audits	<ul style="list-style-type: none"> • Support the internal and external audit processes in relation to the project and ensure audit requirements are monitored throughout the project. • Work closely with the Head of Operations to prepare for audits and compliance assessments. • Support the Country Director and Project Manager to ensure archiving of the project documentation for audit at all levels of the project. • Assist in audits and reporting
Office Management & Administration Support	<ul style="list-style-type: none"> • Advising on Angola tax laws and other relevant national HR and financial related legislation and procedures – Including tax implications for grantees. • Provide overall administrative support to the Country Team • Provide critical administrative support when organising events • Maintain a proper filing system in line with standard practices for all procurement related documentations from the purchase request to the goods received note. • Ensure overall best value for money is achieved through a competitive and transparent procurement process considering quality, availability, time frame, transport and storage costs • Provide logistical support to visitors to the office, trainings and meetings. • Oversee the procurement of office equipment and consumables (stationery stock levels, office groceries stock levels, couriers, visas, mail) • Perform office management tasks as necessary including answering the telephone. • Responsible for the upkeep of Country office and facilities. • Ensure compliance with DWF policies and procedures. • Ensure that office equipment is in perfect working condition

Qualifications and experience

- BDegree in Accounting, Finance or other related area from a reputable institution
- A minimum of 4 years work experience preferably in the NGO sector.
- Experience with USAID/US government finance policies would be an advantage.

Essential knowledge, skills and experience

- Proven experience in implementing and monitoring financial and administrative control systems.
- Proven experience in producing budgets and financial reports for use by management and donors.
- Experience in grant management is desirable
- Practical knowledge of accounting and financial packages and other Microsoft packages such as Excel, PowerPoint and Word, e-mail and Internet
- Auditing awareness
- Payroll processing and management
- Sound procurement knowledge and exposure
- Financial systems and records management
- Experience and familiarity on reporting to statutory and regulatory authorities
- Must be bilingual, with excellent verbal and written communication skills in English.

Other skills and behaviours

- Strong analytical and conceptual skills.
- Ability to manage other people.
- Ability to work independently and be self-motivated
- Excellent interpersonal and communication skills
- An understanding of and affinity with DWF's vision, mission and values.

Other key points

- Strong interpersonal skills, coupled with ability to influence, advise and train on operational and project finance matters.
- Demonstrate commitment to team work with a high degree of integrity, dependability and confidentiality.
- Strong analytical and conceptual skills.
- Preferred candidate must be Angolan citizen or have the right to live and work in Angola.
- A driver's license valid for Southern Africa and own car would be an advantage.
- The working language of DWF is English.

DWF seeks to ensure that all qualified people have an equal opportunity to obtain a position and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place as well as the affirmative principles of the organization.