



**Job Opening – Anticipated Funding**  
**Finance Manager**  
**REF/CDC/Finance Manager-12-22**

1. IDENTIFICATION	
1.1	<b>JOB TITLE</b> Finance Manager
1.2	<b>REPORTING TO</b> Principal Investigator
1.3	<b>DEPARTMENT</b> Programs
1.4	<b>PHYSICAL LOCATION</b> Lusaka, Zambia

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation, currently implementing more than 150 programs which directly reach more than 20 million people across 35 countries in Africa. Headquartered in Nairobi, Kenya, Amref has fully-fledged offices in Ethiopia, Guinea, Ivory Coast, Kenya, Malawi, Tanzania, Uganda, Senegal, South Sudan, and Zambia; eleven advocacy and fundraising offices in Europe and North America; and a staff complement of over 1,500.

Our vision is to bring about *‘Lasting health change in Africa’*, and our mission is *‘To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health’*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

Amref Health Africa is seeking a qualified Finance Manager to provide leadership in financial management of the anticipated CDC-funded activity titled ***Transitioning and Integrating Laboratory Services for High-Quality HIV Diagnosis, Care, Treatment, and Monitoring to the Ministry of Health (MOH) to Sustain Achievement of the 95-95-95 Goals in Zambia under PEPFAR.***

## 2. PROJECT BACKGROUND

The Centers for Disease Control and Prevention (CDC) funded project is designed to support the stepwise full transition of PEPFAR-supported laboratory systems and services to the Government of the Republic of Zambia (GRZ). The project will provide technical assistance (TA) for further adaptation of the diagnostic system for immediate needs such as outbreaks of novel diseases, additional surveillance system requirements, and new international reporting mechanisms as guided by CDC. By the end of the project period, the project will perform a capacity assessment of GRZ to carry out all the laboratory system functions and a cost assessment to fully understand the costs of sustaining the system.

## 3. JOB SUMMARY

The role is responsible for providing oversight on project Financial Management. This entails ensuring timely and accurate reporting to management, the Board of Amref Health Africa in Zambia, donors and other stakeholders. The role is responsible for the production of accurate and timely financial information to facilitate the efficient operation of the activities of Amref Health Africa in Zambia, through HQ and the Zambia Country Office. S/he will ensure there is an effective financial management system in place for reporting to Zambia Country Office and that costs are properly

allocated.

#### **4. DUTIES AND RESPONSIBILITIES.**

- Review financial policies, procedures and controls in collaboration with the project Technical Leads and advise the finance officers on improvements to ensure a high level of consistent financial performance across the organization.
- Ensure that donor requirements, policies and procedures are met across the project as well as the timely preparation of cash top up requests to the project in collaboration with the relevant teams.
- Assisting in the strengthening of internal controls in the department.
- Lead in developing, implementing and maintaining good efficient financial systems that are appropriate in a shared service setting.
- Manage the budgeting, performance and forward planning systems including annual, quarterly and adhoc budgets for project.
- Ensure timely preparation of financial reports to donors and management at all levels, including Governance, Human Resource Administration, Finance Audit and Risk Committee of Amref Health Africa in Zambia Board explaining the outputs and enabling quality decision making across the organization.
- Oversee the programme accountants and technical staff to develop and co-ordinate the annual budgets and work plan process in compliance with the organization and donor rules.
- Be well informed on all changes in IFRS & IAS to ensure AHA financial reporting maintains high professional standards and best practices.
- Provide operational financial support and guidance to the Country Manager, Project Director and line reports in Zambia on budgeting and financial performance.
- Mentor Programme staff and finance staff on both donor and organizational policies and procedures.
- Ensure all the statutory requirements and other regulatory affecting Amref Health Africa in Zambia are met accurately and on time.
- Oversee the production of annual statutory financial statements for the project ensuring it complies with best practices.
- Ensure Sub grantees (SG's/SR's) receivables and payables are continuously reviewed to establish if there is any exposure to the organization then advice.
- Coordinating the Amref Health Africa in Zambia teams to ensure auditors get all required documentation and clarifications requested and ensure the organization has unqualified opinions.
- Work allocation and continuously evaluate the performance of the programme accounting team and encourage staff to develop their skills and expertise.
- Ensure proper books of account are maintained and kept up to date and that the requirements set out in the Finance Manual and the Procurement Manual are followed.
- Working closely with the Senior Management Accountant, ensure staff and other debtors' accounts regularly monitored to ensure timely recovery working.
- Provide financial and accounting services to all Zambia operations and monitor their overall financial performance.

#### **5. REQUIRED QUALIFICATIONS**

##### **5.1 Education Requirements**

- Masters in Finance or Accounting/MBA.
- Professional qualification – CPA, ACCA, ZICA, CA or its equivalent.
- Must be a member of ZICA.

### 5.2 Experience Required

- At least Eight (8) years' working experience in a similar environment.
- At least Four (3) years' working experience managing US government funded projects.
- Experience in management of an accounting and finance function in an international setting.

### 5.3 Skills and Competencies

- Good understanding of computerized financial systems especially the Microsoft Dynamics NAV 2017.
- Strong organizational, management and reporting skills.
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- Close attention to detail.
- Strong numerical and interpersonal skills.
- Good communication skills.
- Technical accounting expertise (IFRS, GAAP etc).
- Professionalism.
- Integrity.

### HOW TO APPLY

If you are interested, please send your application to [Recruitment.Zambia@amref.org](mailto:Recruitment.Zambia@amref.org) so as to be received on or before **10 January 2023**. Your application should include a cover letter detailing why you are the best fit for this position, and a CV with relevant skills and experience. The subject of the email should reference **REF/CDC/Finance Manager-12-22**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*