



## **Finance Manager, Embassy of Ireland, Maputo**

***The goal of the Embassy of Ireland is to promote Ireland's values and interests in Mozambique and in countries of secondary accreditation, in line with Ireland's commitments to delivering the Sustainable Development Goals. Through the promotion of Ireland's values, the Embassy seeks to contribute to a fairer, more just, secure and sustainable society in Mozambique.***

The Embassy of Ireland in Maputo is seeking to recruit a highly motivated and dynamic individual to join its team in the position of Finance Manager. The Finance Manager supports the Embassy team in providing strong, efficient and effective financial management and control at mission level to ensure that the Mission delivers its strategic objectives. S/he is a member of the Senior Management Team in the Embassy and reports to the Ambassador. The successful candidate will be expected to contribute towards improving the wider financial management and internal financial control environment of the Irish Aid programme.

### **Main Responsibilities**

The Finance Manager will be responsible for the day-to-day management of the Embassy's Finance Unit including:

1. Managing and implementing the financial management system and system of internal financial control;
2. As a member of the Embassy's Senior Management Team, s/he will input into Mission decision making processes, including ensuring the effective and efficient management of resources;
3. Participate in Mission multi annual and annual budgeting; risk management, ensuring value for money;
4. Accurate and complete recording of the financial transactions for the Embassy and Aid Programme;
5. Provision of timely financial management information and reports to senior management within the Embassy and headquarters in Ireland;
6. Ensuring the Embassy is in compliance with all documented control procedures, local taxes and other regulatory payments and relevant accounting standards;
7. Ensuring systems are in place to safeguard the Embassy/programme assets;
8. Providing technical financial support to programmes, primarily capacity assessments for existing and potential partners.
9. Supervision and development of the Accounts Officer and trainee accountant (including providing the necessary mentoring support) within the Embassy's small finance unit
10. Carrying out all routine financial management tasks to a high standard

### **Qualifications, Skills, Experience and Competencies that are Required:**

1. BA in Accounting or related fields from a recognised university, is essential;
2. A high standard in English and Portuguese, both spoken and written, is essential;
3. A minimum of 5 years' experience in a financial management and control role, with at least 3 years at a senior level is essential;
4. Proficiency in the Microsoft suite of applications, specific skills on advanced excel is essential;

### **Qualifications, Skills, Experience and Competencies which extra marks will be awarded:**

1. A recognised professional accounting qualification e.g. ACCA or CIMA. Applicants who are mid-way through an ACCA or CIMA qualification who have particularly strong relevant experience and skills may be considered but the candidate must commit to successfully completing the ACCA or CIMA qualification within 2 years of commencing employment;
2. Experience in the use of financial management accounting packages (knowledge of Infor Sun System would be a strong advantage);

3. Strong analytical and problem solving skills including managing, interpreting, and manipulating large data sets;
4. A very high standard of personal integrity;
5. Proven ability to work under pressure and think laterally in dealing with a wide range of financial issues;
6. Ability to manage staff and deliver results through a team;
7. Strong interpersonal; communication; and negotiation skills with staff and partners;
8. High motivation with a proven ability to work with minimal supervision; Previous experience with an international organisation is desirable but not essential;
9. Strong background and knowledge of government regulations and laws, public sector accounting and financial procedures and regulations surrounding international funding is desirable.

### **Terms and Conditions of employment**

The successful candidate will be based in the Embassy of Ireland, Maputo and will report directly to the Ambassador. The remuneration package includes insurance coverage on medical. Salaries will be paid directly into a bank account. Please note that there is no scope for negotiation on the remuneration package.

### **How to apply**

**The successful candidate must have a legal entitlement to live and work in Mozambique prior to recruitment. Please state in your application form that you have a legal right to live & work in the country.**

Candidates should send their completed Application Form, by email to [Maputo.Recruitment@dfa.ie](mailto:Maputo.Recruitment@dfa.ie)

Emails should be clearly marked: **Finance Manager**.

**Note: All applications must be submitted in English. Failure to do so will result in the application being disqualified.**

**Applications must be received before 17:30 hrs. (Local time) on 15 June 2020.**

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

### **General Data Protection Regulation**

All personal information received will be kept in line with GDPR guidelines.

### **Security Clearance for Local Staff**

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland is committed to a policy of equal opportunity.***