

**Manager of Finance
iDE Honduras**

Title:	Manager of Finance
Department:	Finance
Supervisor(s):	iDE Honduras Country Manager & iDE Regional Finance Director
Start Date:	May 2021 (or TBD)
Status:	Full-time
Location:	Tegucigalpa, Honduras

iDE is a global development organization that advances market-based approaches in agriculture; access to finance; and water, sanitation, and hygiene (WASH) to create income and livelihood opportunities for economically and socially disadvantaged households. With offices in 12 countries around the world, iDE began operations in Honduras in 2010 providing technical leadership to other private and public-sector partners in Honduras and the Central American region in areas such as climate smart agriculture, innovative irrigation solutions, rainwater harvesting, and most recently territorial hydrologic governance to facilitate a successful community watershed management.

iDE Honduras is currently seeking a **Manager of Finance**. This position is based in Tegucigalpa.

Scope of Work:

Reporting to the iDE Honduras Country Director, the Manager of Finance is a critical member of the iDE Honduras leadership team charged with all aspects of finance and accounting for the country programs and ensuring compliance with iDE financial policy and timely and accurate financial reporting for management and donors. The Manager of Finance must prepare financial reporting that strictly complies with reporting requirements from a variety of donors and in a variety of formats. The Manager of Finance also ensures that financial audits are performed in accordance with iDE expectations. This includes annual financial statement audits and donor stipulated audits.

This position also reports indirectly to the iDE Regional Finance Director (RFD) in a matrix reporting arrangement. The Manager of Finance is required to communicate and collaborate with the Regional Finance Director on a regular basis to ensure achievement of goals. The Regional Finance Director will be given performance feedback by the iDE Regional Finance Director and the Honduras Country Director.

Duties and Responsibilities:

- Ensures, in close cooperation with the Country Director and Regional Finance Director that iDE's financial policies are clearly communicated and enforced throughout iDE Honduras to ensure the highest possible integrity and compliance with policy. This should be demonstrated by consistent achievement of high quality audit reports.
- Responsible for planning, organization, and implementation of procedures for fiscal reporting and administration, risk management, cash management, foreign currency exchange and banking relationships.
- Provide comprehensive, timely, and accurate analysis and interpretation of all financial reporting to assist the Country Director and other iDE Honduras managers in achieving objectives.
- Timely and accurate financial reporting must also be provided to iDE's headquarters office on a monthly basis including analysis of any budget variances and highlighting of any key risks.
- Ensure compliance with Honduras tax and statutory reporting requirements, as applicable for the non-profit sector.

- Prepare daily/monthly journal entries and ensure that expenditures are properly and accurately allocated to projects prior to posting in the financial system.
- Prepare monthly bank reconciliations with bank statements to ensure that all cash disbursed and received was accurately accounted
- Develop cash flow monitoring tools to efficiently track and improve cash management.
- Ensure monthly revenue recognition is properly recorded and reconciled for all grants and projects.
- Reviews and reconciles intercompany accounts on a monthly basis; communicates with the Regional Finance Officer at the HQ office on any discrepancies
- Manage and monitor inventory by completing monthly inventory count to ensure that the corresponding physical inventory reconcile the recorded inventory value on the ledger.
- Record properly all inventory sales with the related cost of sales to reconcile inventory movement with the ledger.
- Manage fixed assets schedule to ensure proper recording of depreciation expense of iDE owned assets
- Manage the annual audit for iDE Honduras to ensure timely completion of the audit.
- Support the Country Director and senior technical staff in the development of detailed annual work plans and budgets.
- Support the Country Directors and senior technical staff in achieving success of country programs by developing forecasts of grant activity on a monthly basis to ensure that resources are properly deployed to optimally support active grants. Ensure that timesheets are properly prepared and reviewed to accurately document and support work efforts on these active grants.
- Prepare timely and accurate reporting for donors on required deliverables and milestones.
- Maintain effective linkages between technical components and finance and administrative functions within the organization.
- Manage overall accounting and booking for the organization and ensure that financial records are up to date and accurate.
- Provide administrative support to project procurement responsibilities including the management of vendor relationships and ensure compliance with iDE policies and procedures.



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Qualifications:

- Minimum of Bachelor Degree in Accounting is required. Graduate degree and /or professional qualification in Accounting, Finance, Auditing, or related field is or certification preferred. CPA or Charter Accountant strongly preferred.
- English and Spanish language proficiency both written and spoken is required.
- Minimum of 5 years of related experience with NGOS and/or 10 years of proven relevant experience after graduation.
- Thorough knowledge of and experience in operating advanced Accounting System.
- Experience with general ledger functions and the month-end/year-end close process
- Advanced MS Excel skills including Pivot tables.
- Experience of managing grants/contracts from institutional donors such as COSUDE, USDA, USAID, BID, UN, EU with ability to provide clear guidance on donor policies and procedures to other staff, is strongly preferred.
- Experience of setting up and managing donor compliance monitoring systems, developing and implementing relevant tools.
- Strong financial skills encompassing proposal budgeting, income tracking, budget monitoring, and financial reporting.
- Experience of working in a global team and distance support.
- Accuracy and attention to detail.
- Ability to plan with good organizational skills, including prioritization, and ability to work under pressure.
- Initiative and ability to follow up on issues.

Application Instructions:

Applicants are requested to send their CV (2-3 pages) and a cover letter (1 page) to recruit@ideorg.org with **Manager of Finance** in the subject line. The deadline for submission is **6 July 2021**. Only shortlisted candidates will be contacted. iDE is an equal opportunities employer and does not discriminate on grounds of race, gender, religion, or sexual orientation.