

Job title	Finance and Administration Manager
Department	Finance Department
Location	Lusaka, Zambia
Reporting to	Country Lead, Zambia
Responsible for	N/A
Liaison with	Regional Lead Eastern and Southern Africa, WISH 2 Team, Zambia staff, Global Finance Team, HR team, clients, and partners
Hours	Full-time
Type of contract	Fixed term, for the life of WISH 2 programme
About Options	
<p>We are a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact. • Our work generates profit with a purpose. • Through growth and learning, we find new ways to solve complex problems. • We act with integrity, always. • We are building a truly equitable workplace. 	
About the programme	

The UK aid funded Women's Integrated Sexual Health 2 (WISH 2) programme will support women and adolescents, including the poor and most marginalised, to have greater voice, choice and control over their sexual and reproductive health and rights (SRHR). The programme is divided into two Lots, one covering Western and Central Africa (WCA) and one covering Eastern and Southern (ESA) Africa. The two Lots are implemented separately by different implementing consortium. Options is a sub-partner in both consortia.

The WISH programme has two primary outcomes:

- **Outcome 1:** Women and adolescents, including the poor and most marginalised, have greater voice, choice and control over their sexual and reproductive health and rights.
- **Outcome 2:** An improved enabling environment for SRHR and gender equality as part of an accelerated, African-led inclusive demographic transition.

Options will support implementation of Output 3: SRHR policy and systems environment. This output will support countries to adopt and implement improved frameworks for more comprehensive SRHR and gender equality, effective government financing, commodity security and SRHR service capacity. A specific focus will be placed on supporting civil society organisations, including OPDs, youth led and WROs to advocate, improve accountability and support improvement in SRHR.

Main purpose of job

Based in Lusaka, Zambia, the Finance and Administration Manager (FAM) will be responsible for overseeing all financial, administrative, and operational activities in Zambia. This role will ensure the efficient management of the organization's financial resources, ensure compliance with local laws and regulations, and support the overall achievement of the organization's objectives. The FAM will lead financial planning and budgeting, implement effective financial controls, and provide accurate financial reports for internal and external stakeholders. Additionally, they will manage administrative functions, including procurement, logistics, and office operations, to ensure smooth day-to-day activities.

The Zambia FAM will play a critical role in supporting the senior leadership team by offering strategic insights, managing risks, and ensuring transparency in all financial transactions. This role will also provide leadership to the Programme Operations officer (POO), fostering a culture of accountability and continuous improvement.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Financial Management and Reporting

- Lead financial planning, budgeting, and forecasting processes for Zambia operations.

- Develop and implement financial policies, procedures, and internal controls to ensure the integrity of financial systems.
- Monitor cash flow and ensure timely disbursement of funds for program activities.
- Prepare accurate, timely financial reports for internal and external stakeholders, including donors, management, and regulatory authorities.
- Manage accounts payable and receivable and oversee payroll processes.
- Conduct monthly financial reconciliations, ensuring the accuracy of all accounts.
- Ensure compliance with local tax regulations, financial laws, and donor requirements.
- Coordinate audits and provide relevant financial documentation.

2. Budgeting and Resource Allocation

- Develop, manage, and monitor the annual budget in alignment with organizational priorities and objectives.
- Provide financial analysis and advice to support resource allocation and cost-effective decision-making.
- Track and analyze budget variances and recommend corrective actions when needed.

3. Administration and Operations Management

- Oversee general office management, ensuring that the office environment supports the efficiency of day-to-day operations.
- Manage procurement processes, ensuring value for money and compliance with internal and external requirements.
- Ensure proper asset management, including inventory control and maintenance of office equipment.
- Supervise logistics, including travel arrangements, transportation, and event management.
- Develop and maintain relationships with local vendors and service providers to ensure high-quality service.

4. Human Resources

- Support staff contracts, benefits administration, and compliance with Zambian labour laws.

5. Compliance and Risk Management

- Ensure compliance with local laws, donor regulations, and organizational policies related to finance and administration.
- Identify and mitigate financial and operational risks through effective policies, controls, and risk management strategies.
- Ensure that financial records and reports are maintained and submitted according to legal and donor standards.

6. Support to Program Implementation

- Collaborate with program teams to ensure financial resources are available for program activities.
- Provide support in financial planning and management for projects, including budget tracking, financial reporting, and expense monitoring.
- Support grant management by ensuring timely financial reporting to donors.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- Excellent verbal and written communication.
- Ability to communicate financial concepts to non-financial stakeholders.
- Expertise in budgeting and forecasting.
- Sound understanding of donor regulations and reporting requirements, ensuring compliance with funding agreements.
- Knowledge of local tax regulations and compliance requirements.
- Ability to prepare accurate and timely financial reports for donors, management, and stakeholders.
- Skills in identifying, assessing, and mitigating financial risks, including fraud prevention and internal control systems.
- Strong knowledge of accounting principles, standards, and practices, including familiarity with accounting software (Quickbooks) and tools.
- Experience coordinating and supporting internal and external audits, ensuring accurate documentation and compliance.
- Expertise in cost management, resource allocation, and finding efficiencies to maximize the impact of funds.
- Experience in developing and implementing financial policies and procedures to ensure accountability and transparency.
- Ability to align financial management with the organization's mission and long-term goals.
- Proven ability to oversee office operations, procurement and logistics management.
- Strong asset management and vendor relationship skills
- Knowledge of Zambia labour laws and payroll management
- Proven experience in managing, mentoring, and leading cross-functional teams.

Key experience

- Proven experience in managing financial operations, including preparation of financial statements, managing project accounts, and overseeing financial controls within a development sector context.
- Significant experience managing finances for donor-funded programs, particularly with international donors like FCDO, ensuring compliance with donor regulations, and reporting requirements.
- Demonstrated expertise in developing, managing, and monitoring budgets and financial forecasts, ensuring alignment with programme workplans and objectives.
- Experience in coordinating and supporting internal and external audits, ensuring accurate documentation and compliance with both

organizational and donor requirements.

- Experience in identifying, assessing, and mitigating financial risks, including implementing fraud prevention measures and maintaining robust internal control systems.
- Familiarity with accounting systems and tools, such as QuickBooks, with the ability to manage financial records and reconcile accounts efficiently.
- Fluency in English (highly desired) to effectively manage communications with various stakeholders and the regional and UK office. Experience in developing and implementing financial policies and procedures to ensure accountability, transparency, and adherence to organizational and donor standards.
- Experience working with cross-functional teams, including programme managers, technical leads, and global finance teams, to ensure integrated financial management across all aspects of the program.

Formal education/qualifications

Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Master's degree or professional certifications like CPA, ACCA preferred).

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- A collaborative team player, providing clear financial guidance and support to diverse stakeholders.
- Highly organized and detail-oriented, with the ability to prioritize and manage complex workloads.
- Proactive in identifying innovative financial solutions to enhance program efficiency and effectiveness.
- Enthusiastic about upholding financial integrity and improving financial processes within the programme.

Other essential requirements:

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Zambia.

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Version History (For HR use only)	
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Date JD reviewed by HR team member:	23/10/2024
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