

Finance Consultant

Supervisor : Director of Programmes

Duty Station : Port Sudan (50% WFH)

Duration : 9 months

Closing Date : 16 Feb 2024

Job brief

We are seeking a highly skilled and experienced Finance Consultant to manage our financial planning and analysis processes for a >100K programme. The ideal candidate will be responsible for ensuring the organization's financial stability through analysis, forecasting, and reporting. The Finance Consultant will report to the Director of Programs and work closely with other business leaders to ensure the company's financial success.

Responsibilities

- Monitor budgets and expenditures and contribute to budget planning and revision.
- Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained.
- Oversee bank transactions, including opening, closing and reconciliation of bank accounts.
- Assist programme and operations for requisition submission as needed.
- Support line management to prepare budget monitoring and analysis, including accrual report.
- Prepare and submit timely and reliable financial updates, reports and statements.
- Provide adequate administrative technical support to programme and operations.
- Work with HR Officer to prepare monthly salaries, Incentives to Volunteer ensuring appropriate documentation and oversight.

- Develop a process to review the filing system on a monthly basis.
- Ensure good and clear communication, knowledge and information sharing mechanism with management.

Requirements:

- Bachelor's degree in finance, accounting, or a related field
- 3+ years of experience in finance and accounting roles
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Advanced knowledge of financial modeling, forecasting, and reporting
- Strong attention to detail and accuracy
- Proficient in financial software and tools
- Ability to adapt to changing priorities and work independently in a fast-paced environment

For interested applicants, please send your C.V, cover letter and your daily/hourly rate to:

Career@elevatese.com, no later than 16th February 2024