**CONSERVATION INTERNATIONAL **

**STANDARD JOB DESCRIPTION**

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| **Job Title: Finance Manager Job Number: TBD Pay Band: Manager**  **Career Track: Individual Contributor Job Family: Operations / Finance & Accounting** |

Position Title: Finance Manager

Overtime Eligibility: NA

Department/Program/ Location: Operations CI- Ecuador/ Guayaquil.

Supervisor: Project Operations Director

**SUMMARY**

The Ecuador Mangroves for climate – GCF Project funded by Green Climate Fund (GCF) aims to: Integrate mangrove benefits into coastal governance, reduce GHG emissions, and

improve livelihoods through innovative partnerships in Ecuador. Over seven years, the project will undertake activities in the coastal and marine region to achieve sustainable climate impacts.

The GCF Project Finance Manager is responsible for supporting the financial, budget, and accounting management of the project; generating financial and accounting reports, data and analysis needed in a variety of project-related decisions; and ensuring financial and accounting compliance with strict CI and donor requirements. The Finance Manager is a core member of the **project** team who will work closely with the GCF Project Operations Director to ensure the project delivers results within the allocated project budget, and coordinates with the General Accountant Manager of CI- Ecuador program to ensure compliance with the local program requirements aligned with this project and CI’s needs. S/he will support the management of a complex and restrictive budget of USD $36.4 million, including financial and accounting management of the project. S/he will also ensure the smooth operations of financial and accounting functions and compliance with CI’s financial and GCF reporting policies and requirements.

The Finance Manager is responsible for supporting rolling and annual budget management, revisions, and supervision within donor guidelines, generates standard and ad-hoc financial reports and ensures the accuracy, integrity, and timeliness of all financial information. Internal and donor financial reporting processes include budget management, revenue and cash projections, donor financial compliance and audit. The Finance Manager works closely with the country office, division and HQ finance staff to ensure accounting and financial best practices are followed and interacts extensively with representatives of CI-Ecuador, the CI-GCF Agency, the project’s GCF Accredited Entity (AE), on accounting and financial matters. S/he must multitask, prioritize, and meet deadlines in a fast-paced environment.

**KEY RESPONSIBILITIES**

Budget Management:

* Support the management of the project budget, including the original budget approved by the GCF, budget revisions approved by the AE, and donor budget requirements. Able to explain budget to project leaders, technical staff, and AE representatives.
* Review, provide analysis in order thar the Project Operations Director request approval as applicable for any changes to project budget as a result of adaptive management of project needs.
* Support the annual budget process, including cross-referencing and collaboratively aligning the annual workplan and budget with the project lead.
* Work collaboratively with the project and technical team to develop strategies for implementing activities within project budget restrictions.
* Provide training, instructions and hands-on guidance as needed on the budget and budgeting process to members of the finance and technical team.
* Support to the Project Operations Director to ensure the financial/budgetary systems are kept up to date. Generate budget vs. actual comparisons and provide trend analysis.
* Facilitate timely and complete inputs from cost center managers to ensure the ongoing accuracy of the project budget and its effect on the division’s budget. Update projections as appropriate.

Financial Reporting and Analysis:

* Prepare and generate monthly financial reports to the country office, as requested by CI-Ecuador Operations team, quarterly reports to the AE, and annual reports to the GCF, in close coordination with technical staff to align financial and progress reporting. Supporting the Project Operation Director in drafting summaries of project expenditure for the donor, including explanations for variances from budget. Review results with senior project management and make recommendations.
* Review financial data and transactions to ensure the accuracy of financial reports and initiate corrections as needed. Ensure compliance with reporting standards, CI policies and donor/partner requirements.
* If applicable: Support to Liaise with co-financing partners to compile necessary information on co-financing expenditure; integrate into financial reporting.
* Monitor and project cash balances and donor disbursements and prepaid the monthly cash request to submit to CI-Ecuador General Accountant Manager, with the previous approval of the Chief of Party and Project Operations lead.
* Function as a direct liaison with Cost Center Managers and coordinates closely with CI-Ecuador Financial team to meet HQ Finance on financial and accounting requirements, deadlines, time reporting and budgetary processes.
* Respond to ad-hoc financial analysis requests from CI-Ecuador office, CI divisions, and the AE, sometimes under tight deadlines.

Financial Compliance:

* Ensure compliance with internal and external requirements and standards, including compliance with CI anti-fraud policies and GCF Policy on Prohibited Practices

Financial Systems Management and Training:

* Provide on-going support for periodic system updates.
* Support training department staff and other users on using CI’s financial system, navigating system upgrades and generating end-user reports, etc.

Project Accounting:

* Responsible for management and custodian of Petty Cash of the project.
* Responsible for registering and posting accounting entries of field activities of the project.
* Support the General Account Manager of CI-Ecuador to conduct VAT return processes related with the project and providing monthly taxes report.
* Providing accounting and financial support documentation as requested.
* Provide information requested by CI-Ecuador General Accountant Manager related with project monthly reconciliation or further information related with the project.
* Ensure compliance with all in the internal and external requirements related with the project.
* Responsible for monitoring assets and liabilities, accounting, revenues and expenses registers.
* Providing support with local control organisms as SRI, IESS, UAFE, etc., as needed in relation with the project.
* Supporting CI-Ecuador and project team in achieve operations excellence performance.

Other Duties:

* Assist management in responding to internal/external audit questions and requests for information.
* Work closely with the Project Manager, other Senior Project personnel, Project Operations Director, and CI-Ecuador operations team in problem-solving and efficiency analysis for adaptative management of the project throughout implementation.
* Perform other related duties as assigned.

**QUALIFICATIONS**

* Third level degree in Accounting or Finance.
* Desirable master or equivalent.
* 4-6 years’ experience in financial management, reporting, and budget oversight, including several years in a non-profit setting.
* Sound understanding of accounting principles, processes, and standards according to the country's laws.
* Experience with local accounting and financial reporting systems.
* Solid knowledge of the country's Tax updates.
* Strong Microsoft Excel skills.
* Strong analytical skills. Demonstrated experience in generating detailed analyses and communicating financial information to diverse audiences.
* Meticulous attention to detail, highly organized, ability to prioritize and multitask, and meet deadlines in a fast-paced environment.
* Supporting in a problem-solving ability to address budget challenges and restrictions, given the long duration, large scale, and complex nature of the project
* Proactive, driven to learn, and takes ownership to find solutions independently.
* Ability to maintain a positive attitude, service focus, dedication to the project mission, and work independently and as part of a diverse team.
* Fluency in English.

**ADDITIONAL QUALIFICATIONS**

* Previous experience in performing financial & accounting management with funds from restricted sources and/or international donors and/or in the environmental field.
* Demonstrated experience in managing funds for a large project.
* Demonstrated ability to work collaboratively with project/program leads to integrate adaptive management of budget and workplans in achieving impact and results.

**WORKING CONDITIONS**

* Typical office environment. May need to work beyond normal work hours to meet reporting deadlines.
* Occasional travel of less than 10% required.

**JOB/CAREER FAMILY**

*For information about the career/job family associated with this position, see the Standard Job Description E-Library on the intranet.*

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| **Acceptance/Approval of Job Description** | | | |
|  | Name (please print) | Signature | Date |
| Employee |  |  |  |
| Manager |  |  |  |
| Division Head |  |  |  |
| Human Resources |  |  |  |