



RIGHT TO PLAY
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JOB POSTING – Finance Manager

Organization:	Right To Play Mozambique
Work location:	Maputo, Mozambique
Authorized to work in:	Mozambique (Eligible to work legally without requiring sponsorship or work permit)
Position status:	Local
Target start date:	Immediate
Contract duration:	Long Term Engagement with an initial fifteen-month contract
Application closing date:	31 st January 2024

ABOUT US:

Right To Play is a global organisation that protects, educates, and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease, and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion.*
- **Make Things Happen** – *Seek opportunities to lead and innovate.*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another.*
- **Be Playful** – *Have fun at work.*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Finance Manager reports directly to the Country Director (CD) and has functional reporting lines to the Senior Manager, Field Finance (SMFF). The position is responsible for ensuring the financial integrity and sustainability of Right To Play and the proper implementation of financial procedures. The Finance Manager will collaborate closely with various departments, partners, and donors to oversee financial operations, implement sound fiscal policies, and contribute to the overall success of the organization.



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Website: www.righttoplay.com

WHAT YOU'LL DO:

#1 Financial Management (30% of Time)

- Implement financial strategies, policies, and procedures to ensure efficient and effective financial operations.
- Monitor the budgetary processes and performance, ensuring alignment with organizational goals and donor requirements.
- Conduct regular financial analysis including but not limited to BvA analysis and provide insights to support strategic decision-making and recommend corrective actions (if needed).
- Coordinate and manage external audits, ensuring compliance with regulatory standards and donor expectations.
- Implement and maintain effective internal control systems to safeguard the organization's assets.
- Stay abreast on program priorities and their financial implications and make field trips on a quarterly basis to conduct audit spot checks.
- Collaborate with program manager/s to develop annual budgets and financial forecasts.
- Prepare and supervise the Cash Flow, along with the monthly Cash Transfer Request to HQ, ensuring that adequate balances are maintained to support the implementation of grants.
- Oversee all payroll functions to guarantee timely and accurate employee payments, issuing pay slips as needed in compliance with local laws and donor requirements.
- Identify and assess financial risks, proposing and implementing risk mitigation strategies for the Country of Operations.
- Stay informed about changes in financial regulations and compliance requirements.

#2: Financial Accounting and Reporting (30% of Time)

- Responsible for preparing the monthly financial report (MFR), provide any explanation needed within the report, and ensure timely submission to HQ Finance.
- Ensure smooth and proper closeout of CO books on monthly basis and by end of the year.
- Oversee the timely preparation, review, and approval of all monthly reconciliations for bank accounts and cash.
- Supervise the bookkeeping responsibilities, which involve managing the general ledger, accounts payable, accruals, prepayments, accounts receivable, and payroll.





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- Work with the Budget Holders to adjust any coding errors for posted transactions in the system when and if needed.
 - Prepare accurate and timely financial reports for internal and external stakeholders, including senior management and donors.
 - Ensure compliance with donor reporting requirements and international financial standards.
 - Maintain complete and accurate supporting information for all financial transactions.
 - Ensure all statutory requirements of the organization are met including but not limited to Charitable Status, Withholding Payments, Income Tax, Social Security and VAT.
 - Monitor petty cash accounts including the spot checking of balances and payments.
 - Oversee the collection and recoverability of contractual advances, project partner activity advances, staff activity and travel advances, and other receivables.
 - Ensure accurate and timely monthly payroll preparation process as well as quarterly and annual payroll reconciliations.
 - Ensure all employees have submitted correct and signed timesheets as per the approved level of Effort percentages.
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#3: Grants Management (20% of Time)

- Oversee financial aspects of grant proposals, budgets, and compliance to ensure alignment with donor guidelines and Right To Play Grant Management guidelines.
 - Work closely with program manager and project managers/ officers to track and report on the financial progress of projects.
 - Oversee comprehensive financial documentation for funding awards and effectively manage grant tracking files and systems, ensuring prompt invoicing, periodic reporting, and grant closure in alignment with grant agreements.
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#4: Capacity Building and Team Management (10% of Time)

- Provide training and support to finance and non-finance staff on financial management best practices and donor compliance.
- Foster a culture of financial accountability and transparency within the organization.
- Manage and lead a team responsible for financial duties within the office.
- Ensure comprehensive and constructive performance reviews are completed on a timely basis and facilitates discussion of performance and career options with all country finance staff.



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#5: Collaboration and Communication (5% of Time)

- Collaborate with other departments within the office, particularly Program Team, People and Culture, and Logistics in order to address financial updates, controls, and compliance.
 - Communicate regularly with the Senior Management Team within the office.
 - Effectively communicate with external stakeholders, mainly the HQ Finance, Program Finance, regulatory bodies, government agencies, partners, and donors.
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#6: Performs other duties as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

Bachelor's degree in finance, accounting, business administration or related discipline.

Desired Asset:

- Holding CMA, CPA, ACCA, or other related designations.

EXPERIENCE:

- +7 years of progressively responsible related experience in all aspects of accounting for non-profit including managing local and international grants and preparing financial reports for grants.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to plan and implement work plan with minimum supervision.
- Good networking and interpersonal skills.
- Ability to work with large data with attention to details.
- Ability to work efficiently under pressure to meet tight deadlines.
- Excellent communication and reporting skills.
- Strong analytical abilities and the ability to prepare concise and informative financial reports.
- Ability to work as part of a culturally diverse team.
- Leadership and management skills.
- Results oriented and committed to accountability.

KNOWLEDGE/SKILLS:



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- Advanced knowledge in the use of financial software applications. MS Excel, MS Word, MS Power Point required.

LANGUAGES:

- Fluency in written and spoken English language.

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Knowledge of SAGE accounting software
- Superior bookkeeping skills
- Experience managing a direct report
- Experience in budgetary management, forecasting and financial control

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (including 13th Month Salary).
- Up to 3 personal days per year.
- Up to 5 personal learning and development (L&D) days per year.
- Maternity/paternity/parental leave top up and support.
- Annual learning week.
- Annual staff recognition awards.
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace).
- Opportunity to engage in global projects and initiatives.
- Wellness programs.
- Playful activities and events.

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link : <https://righttoplay.hiringplatform.ca/160681-finance-manager-mozambique-january-2024/667697-application-form/en>





While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



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