**Job Description**

**Finance Manager**

**About CNFA**

CNFA is a not-for-profit organization based in Washington, D.C. dedicated to stimulating sustainable growth in the agricultural sector. CNFA specializes in fostering private sector investments in training, new technologies and marketing as a means to increase the overall competitiveness of agricultural value chains, expand exports and develop skills in the rural workforce. By generating higher incomes for farmers, processors, entrepreneurs and distributors, CNFA helps improve livelihoods and reduce poverty.

The objective of the proposed Yeshiwogen Project is to develop locally acceptable dietary diversification methods for the refugee and host communities in the Northern Tigray Region of Ethiopia for the U.S. State Department Population, Refugees, and Migration (PRM). The main goal is to bring long-term changes in the targeted Woredas regarding the consumption of high-nutritional food by analyzing gaps in the current access to and utilization of food systems in the targeted Woredas.

**Position Description**

Working under the direct supervision of the Senior Administration Manager, the **Finance Manager** will be responsible for overseeing project budgets and financial projections, prepare monthly financial reports and regularly communicates with CNFA HO to troubleshoot financial issues.

**Job location**

Personnel must be willing to live in Shire Endasillasie, in the Tigray Region of Ethiopia.

**Major Duties and Responsibilities**

The main duties of the Finance Manager are to:

* Manage the program accounting cycles for timely reporting of financial statements;
* Coordinate with CNFA’s HO Operations and Compliance to troubleshoot accounting discrepancies;
* Oversee accounting and invoicing of managed funds from other sources;
* Oversee programs advance payment and settlements;
* Identify accounting and financial management gaps and provide solutions for the program management team;
* Assist in grants implementation systems development;
* Coordinate with the regional grants implementation team to provide daily financial and compliance oversight;
* Provide technical assistance to grants accounting and compliance;
* Provide accounting trainings to Farm Service Centers;
* Develop Peachtree Accounting Systems/Quick Book users’ trainings for Farm Service Centers;
* Serve as internal review personnel in accounting and financial expenses including petty cash transactions;
* Participate in the evaluation of program applicants, including performance of documentary and in-person due diligence of the applicant’s historical financial records;
* Assist program beneficiaries access outside sources of trade credit and commercial finance, including to help meet their matching investment requirements;
* Provide financial management and business planning technical assistance to program beneficiaries over the life of the project;
* Other duties as required by Senior Administration Officer.

**Qualifications/Requirements**

* Minimum of Bachelors’ degree in finance or relevant field required. Master’s degree is preferred.
* Minimum of 5 years’ experience in finance and accounting for donor funded programs. USAID experience is a plus.
* Proficiency in Microsoft Office is required and QuickBooks accounting system is preferable.
* Fluency in English and fluency in Amharic is required, fluency in Tigrigna is strongly preferred.