

# AFRO CAB

**Title:** Finance and Administration Manager.

**Station:** Lusaka, Zambia

**Afrocab Overview:** Afrocab Treatment Access Partnership (Afrocab) is an African network of HIV community leaders and advocates working to accelerate access to optimal HIV and co-morbidity treatments and prevention products. It primarily operates in sub-Saharan Africa, with headquarters in Zambia and a network of people in 19 countries. Afrocab was formed in 2011 to facilitate community treatment access dialogue with multinational and generic drug manufacturing companies, policymakers, UN agencies, civil society organizations, and others working on anti-HIV drugs and clinical research of new molecules and diagnostics. Currently, Afrocab is focused on the 3 key areas: global advocacy, building global and regional networks, and continental, building country responses and coordination, all to move toward creating an ecosystem approach to addressing the complexity of delivering the highest quality and most cost-effective treatment of HIV in Africa.

**Position Overview:** The Finance and Administration Manager will be a strategic thought-partner, and report to the Executive Director (ED). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT.

The Finance and Administration Manager will play a critical role in partnering with the senior leadership team in strategic decision-making and operations as Afrocab continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organisation.

## **Responsibilities:**

### ***Financial Management***

- Analyze and present financial reports in an accurate and timely manner; communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors; assess any changes necessary.

- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organisational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the board of directors.

### ***Human Resources, Technology and Administration***

- Further develop Afrocab's human resources and administration, staff onboarding, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions and facilities to ensure efficient and consistent operations as the organization scales.

### **Qualifications:**

- Minimum of a BA, ideally with an MBA or related degree
- At least 3-5 years of overall professional experience; ideally three-plus years of broad financial and operations management experience
- The ideal candidate has experience in final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organizational goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision-making

- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Afrocab

**How To Apply:**

Interested applicants are invited to send their letters of application, CVs and relevant references of references to [afrocab.recruitment@gmail.com](mailto:afrocab.recruitment@gmail.com)

**Deadline: 19<sup>th</sup> January, 2023.**