

FINANCE MANAGER - (EYE-C) PROGRAM

ROLE SUMMARY: The Finance Manager is a strategic and operational role responsible for safeguarding the financial health and integrity of the EYE-C Program. The role provides high-level support to the Program Director, ensuring financial compliance, transparency, cost efficiency, and timely fund flow across a complex consortium structure. The Finance Manager leads budgeting, reporting, payroll, overhead management, financing requests, and partner support processes, ensuring that all financial activities align with Mastercard Foundation and aBi Development policies.

REPORTS TO: Program Director

SUPERVISES: Finance Grants Controller, Driver and Liaises with the Finance and Accountability Partner

SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
Financial Planning, Budgeting & Reporting <i>Ensure effective financial forecasting, planning, and reporting to support program execution and donor accountability.</i>	Lead development and consolidation of annual and multi-year budgets.	<ul style="list-style-type: none">Budgets for EYE-C Program are accurate, timely, and fully aligned with organizational objectives.Accurately predict EYE-C Program financial performance.Budget variances are identified and addressed proactively, resulting in improved financial control.
	Monitor budget implementation and provide variance analysis and forecasts.	
	Prepare monthly, quarterly, and annual donor-compliant financial reports.	
	Collaborate with technical leads to align budgets with work plans and program targets.	
Financial reporting, audit, and donor compliance. <i>Ensure accurate, efficient, and compliant processing of all financial transactions for the EYE-C Program.</i>	Process all financial transactions for the EYE-C Program accurately, efficiently, and in compliance with relevant legislation, regulations, and internal policies.	<ul style="list-style-type: none">Financial analysis and reports consistently support effective and informed program decision-making.Key financial risks are consistently identified and
	Reconcile bank accounts regularly to ensure accuracy and identify any discrepancies promptly.	
	Maintain accurate and up-to-date financial records for all program transactions, ensuring audit readiness.	

	Prepare and submit timely financial management reports (monthly, quarterly, semi-annual, and annual) and draft financial statements to management, development partners, and other stakeholders as required.	<p>communicated to management proactively.</p> <ul style="list-style-type: none"> • Timely financial management reports/accounts submitted to management, board, and funders.
	Implement and maintain robust internal controls to mitigate financial risks and ensure the accuracy and reliability of financial data.	
<p>Project Cost Allocation and Reconciliation</p> <p><i>Ensure accurate and timely allocation of Program expenses to project budgets, maintaining clear and auditable records.</i></p>	Develop and implement clear and consistent procedures for allocating expenses to program activities, ensuring transparency and compliance.	<ul style="list-style-type: none"> • Operational expenses are allocated to project budgets accurately and consistently, with clear and auditable records maintained. • Project budgets are regularly reviewed and reconciled, with discrepancies identified and resolved promptly. • Regular reports on Program cost allocation provide timely and accurate insights into project Value for Money (VfM).
	Collaborate with program teams to identify and allocate appropriate overhead costs to program activities.	
	Regularly review project budgets, identifying and resolving discrepancies between allocated and actual costs.	
	Prepare and submit regular reports on operational cost allocation to management, ensuring accuracy and providing timely insights into project profitability.	
	Implement robust reconciliation procedures to ensure that all allocated costs are accurately reflected in project financial statements.	
<p>Compliance, Risk Management & Partner Support</p> <p><i>Mitigate financial risks, enforce accountability, and build partner capacity in financial management.</i></p>	Ensure adherence to donor, aBi, and national financial regulations.	<ul style="list-style-type: none"> • All partners trained on financial compliance within 6 months of onboarding. • No major audit findings: 100% of identified risks mitigated within set timelines. • Quarterly financial risk register updated and monitored consistently.
	Collaborate with the Finance & Accountability Partner on audits, training, and oversight.	
	Review and strengthen internal controls within aBi and across consortium/IPs.	
	Support partners in developing budgets, reporting, and Schedule C documentation.	
<p>Systems Integration & Continuous Improvement</p> <p><i>Drive digitization and systems alignment to enhance</i></p>	Lead integration of finance, MEL, and procurement systems.	<ul style="list-style-type: none"> • Integrated finance-MEL dashboard launched by end of Q2. • 90% of reports system-generated with minimal manual intervention.
	Support development and rollout of digital financial tools and dashboards.	
	Propose and implement improvements to streamline financial processes.	

<i>efficiency, transparency, and data accuracy across the program.</i>	Train program and partner staff on use of finance systems and tools.	<ul style="list-style-type: none"> One or more finance process improvement initiatives implemented annually.
Team Collaboration & Support	Coordinate with organizational finance staff on payroll, payments, and reconciliation processes.	<ul style="list-style-type: none"> No duplication or procedural conflict between program and core operations. Seamless integration between program and main finance systems.
	Support training of program team on budget management and compliance.	
	Supervise finance support staff within the program if applicable.	
	Liaise with the finance and accountability partner to provide support and oversight over their roles.	

And other duties as requested by the **Program Director**

REQUIREMENTS OF THE ROLE

Qualifications <ul style="list-style-type: none"> Bachelor's degree in finance, Accounting, Business Administration, or a related field. Professional accounting qualification (e.g., ACCA, CPA) Master's in finance, Business, or related Field Experience <ul style="list-style-type: none"> 8+ years' experience managing finance/admin in donor-funded programs. Proven experience in developing and implementing financial controls and processes. Experience in financial reporting, budgeting, and forecasting. Experience working with grants management systems and procedures. Experience working within a project-based environment is highly desirable. 	Competency	Level 1 Standard	Level 2 Specialist	Level 3 Team Leader	Level 4 Leadership
	Ownership & Initiative			√	
	Learning & Adaptability			√	
	Situational Awareness & Thinking			√	
	Execution & Drive for Results			√	
	Understanding Others & Team Collaboration			√	
	Communicating & influencing			√	

Technical Skills & Knowledge

- Strong understanding of accounting principles and practices (e.g., IFRS).
- Proficiency in using financial software and systems (e.g., ERP systems).
- Strong analytical skills with proficiency in financial modelling and reporting.
- Working knowledge of relevant financial regulations and compliance standards.
- Expertise in managing accounts payable and receivable.
- Proven ability to develop and maintain accurate and organized financial records.

SIGNATURES

Name of Job Holder:	Signature(s):	Date:		Name of Supervisor:	Signature(s):	Date: