

# Join Our Team

## Program Finance Officers (x2)



Opportunity reserved for **Youth-Impact's Facilitators & Mentors**

Youth Impact's mission is to connect youth to proven life-saving information. Our vision is to enable over 1 million youth to thrive through delivery of multiple evidence-based programs. We are at an inflection point in our growth: we have over 240 staff, three programs in health and education, a cumulative reach of nearly 100,000 youth in 10 countries. Our culture is unique: we are always learning, have a dynamic, youthful team, a fierce commitment to measurement and evidence, and work hand-in-hand with the government. On a given day our leaders will sing and dance, negotiate MOUs, and spend dedicated time with the field team in schools.

### Primary Purpose:

The Program Finance Officer of a growing & dynamic International Non-Governmental Organisation (INGO) serves as the link between programs, donors, and operations. The successful candidate will ensure that projects get the necessary financial and operational support for smooth implementation and delivery. This includes, but not limited to, maintaining, reviewing, reconciling, and balancing program finance records.

### Primary Duties & Responsibilities:

The successful applicant will be required to complete the following tasks:

- Serves as the primary contact and liaison person regarding programs facing financial related matters, which are routine and operational in nature.
- Receives program expense requests, and provides the first level review to ensure accuracy, completeness, and reasonableness.
- Prepares payments for contracted volunteers, ensuring that stipends reconcile to other crucial documentation such as attendance registers.
- Updates program's transactional records across various reporting templates and tools, ensuring individual transactions are correctly coded against the respective budget line items.
- Receives program invoices and other supporting documentation, reviews to ensure completeness and accuracy. Provide support in maintaining accurate filing for project financial information.
- Assists with month-end closure processing, and ensures all program expenses have been accurately captured, allocated and classified.
- Assists in managing and tracking of program budgets to ensure spending is in line with respective program budgets.
- Assists with providing preliminary inputs to the program specific donor reporting.
- Collaborates with Operations & Logistics Department in safeguarding and management of assets allocated to programs.
- Troubleshoot problems as necessary and work to resolve payment delays making sure all requests are settled accordingly.
- Assists in overseeing the management of routine finance functions including timely recording of transactions and completion of month-end processes and related reporting.
- Working directly with the Senior Finance Officer(s) and Senior Manager of Finance & Operations on special projects.

### Required Skills and Experiences

- Bachelor's degree (Accounting or Finance, AAT or similar qualifications required).
- Registered with the Botswana Institute of Chartered Accountant (BICA)
- 1-2 years working experience in a finance/accounting field.
- Proficiency in Pastel or similar accounting packages is considered an asset.
- Ongoing study of a professional certification such as CIMA/ACCA or related course is considered an asset

### Characteristics

- Attitude: Dedicated and hard-working with excellent ownership and accountability.
- Energy & motivation: Enthusiastic, youthful, energetic, innovative; goal-oriented self-starter. Willingness to go the extra mile.
- Analytical skills: Analytical & problem-solving abilities are required.
- Organizational skills, ability to prioritize projects & manage time & resources effectively. Ability to exercise logic & good judgement.
- Technical skills: Excellent MS Excel skills, good understanding of accounting, reporting standards & Microsoft Office required.
- Class B Driver's License considered an asset.

### Reporting Structure

The Program Finance Officers will report directly to the Senior Manager, Finance & Operations, whilst working closely with Finance Associate/ Specialist and Senior Finance Officers as part of the finance team.

**Deadline:** Early bird deadline of 09 August 2023.

**Time Period:** 2-3 year fixed contract, with potential for extension up to 3-5 years pending performance.

**Location:** Gaborone, Botswana.

**Follow the link on our website for application materials:** <https://www.youth-impact.org/join-us>