Financial Manager

The Financial Manager will be based at the Project Implementation Unit. Under the guidance and supervision of the Project Coordinator, he/she will be in charge of the following duties:

- Organise and supervise a transparent and efficient financial system, following UNDP and Government agreed regulations
- Organise and supervise the procurement and acquisition of Project equipment, following the rules of National Execution
- Elaborate the production of annual and quarterly Project workplans and produce related budgets
- Produce timely and detailed financial reports to be submitted to the UNDP Country Office
- Collaborate with UNDP Country Office in producing regular reports to the European Union
- Propose budget revisions, when necessary
- Assist the Field Offices in organizing a transparent and efficient financial system, including train and coach periods in the field.
- On a quarterly basis, transfer project funds to the Field Offices, against clear workplans and related budget
- Receive financial reports from the Field offices and aggregate data for the production of consolidate reports
- Produce and update the inventory of equipment and furniture acquired with Project funds, including goods in use outside the Project premises. Make sure that the inventory is consistent with the related financial documents
- Make available all the financial documentation and records requested by Auditing and Evaluation missions
- Represent the Project in meetings with the UNDP Country Office for matters of his/her competence.
- Any relevant duties as determined by supervisor

Qualifications required

- University degree in Business Finance
- A minimum of 10 years of experience as financial administrator
- Ability to work in team and under pressure
- Good command of written and spoken Portuguese and English
- Proficiency in computer programmes conceived for financial administration (spreadsheets, database)
- Previous experience with UN/UNDP and knowledge of ERP programmes are an asset.
- Experience in procurement