

GF FINANCE MANAGER

GF Project Management Unit	
Job details	
Job title: Global Fund Finance Manager	Management: PMU Manager - DPIC Technical Coordination: Deputy Secretary - Department of Finance
Duration of contract: TBA	Location: Vientiane
Job summary	
<p>The GF Finance Manager will be responsible for the overall financial management oversight of the Global Fund grants to the Ministry of Health, either in its role as Principal Recipient (PR) or as Principal Sub-Recipient (PSR), and will ensure timely completion of financial reporting obligations as required in the grant agreements. He/she will ensure that the Project's financial resources are well managed and properly utilized and accounted for during the implementation of the planned activities according to the set procedures and guidelines and codes of conduct of the Global Fund. He/she ensure the grant recipients follow established accounting procedures, and institute proper safeguards and risk mitigation measures to protect the use of grant funds.</p>	
Key responsibilities	
<ol style="list-style-type: none"> 1. Oversee all aspects of financial management and oversight for the Principal Recipient in compliance with the laws of Lao PDR and the policies and procedures of the Global Fund, including data collection, accurate recording, accounting and reporting of all financial transactions, review and analysis of reports, development of budgets, and financial management oversight and support for Sub-Recipients and their implementers. 2. Develop, and periodically update, for the joint approval of the Director of the PR (Director DPIC), the Deputy Director of Department of Finance and the PMU Manager, financial management procedures and guidelines for the Global Fund grants managed by the Ministry of Health – PR in accordance with the laws of Lao PDR and the policies and procedures of the Global Fund. 3. Upon approval by the financial management procedures and guidelines, implement the Global Fund grant financial management procedures and guidelines, providing training, advice and support to relevant officers of the PR, Sub-Recipients and other implementers. Further, oversee monitoring of compliance with the procedures and guidelines so that corrective action can be taken, and capacity development support provided. 4. Prepare and/or review and modify, as needed, consolidated budgets for all Global Fund grants or sub-grants to the Ministry of Health in accordance with Global Fund requirements, coordinating input from relevant Lead Sub- Recipients and harmonizing financial budgets with work-plans, performance frameworks and procurement plans for the grants. 5. In liaison with the Finance Department of the MOH and National Treasury Division of the Ministry of Finance, ensure that Global Fund grants are factored into the annual national budget in compliance with Government budgeting requirements. 	

6. Under the oversight of Deputy Director of the Department of Finance and in coordination with the PMU Manager, manage the timely disbursements of grant funds to Sub-Recipients in accordance with grant budgets, implementation plans and financial performance, and in accordance with Ministry of Health disbursement processes.
7. Manage the fund acquittal process for all funds disbursed for Global Fund grants, providing instructions to sub-recipients on appropriate acquittal processes for funds disbursed by sub-recipients to sub-sub-recipients, to ensure that all grant funds are accounted for.
8. Manage the information collection for and timely preparation of periodic and special financial reports to the Global Fund, ensuring variance analysis and reports are prepared in conjunction with programmatic information and evidence submitted by sub-recipients and implementing units. Ensure all implementers have appropriate reporting mechanisms, tools and templates to facilitate consistent, adequate and timely reporting. In consultation with other officers of the PMU, ensure adequate programmatic explanations are obtained for financial variances in reports submitted by sub-recipients and that corrective action, if necessary, is taken to address the variances.
9. Manage the information collection for internal financial management, monitoring and analysis of Global Fund grants, ensuring that the Director of the PR and the Deputy Director of the Department of Finance, PMU Manager, and relevant Ministry of Health departments are provided with regular and ad-hoc reports on the financial performance and status of Global Fund grants managed by the PR.
10. Provide feedback, support and capacity development to sub-recipients and other implementers on financial performance and management of grant programs, identifying, if appropriate areas for improvement and attention.
11. Oversee the development of appropriate additions to the PR's Chart of Accounts to provide for the accurate recording of financial transactions and reporting in line with the Global Fund reporting requirements. Where such accounts cannot be incorporated into the existing accounting system or implementers do not have adequate automated accounting systems, ensure that there are appropriate parallel information systems for recording and reporting program related expenditure information in accordance with Global Fund requirements.
12. Ensure appropriate banking systems and controls are in use, which comply with Global Fund requirements.
13. Ensure tax exemption as required in the Global Fund grant agreement are secured for the grants managed by the Ministry of Health and that advice is provided to the Director of PR, the Deputy Director of Department of Finance, and the PMU Manager should there be any situation where tax exemption is not achieved.
14. Facilitate the preparation for and ensure that responses and, if appropriate, actions are prepared to issues raised in, annual financial audits of Global fund grants as required in the grant agreements.

15. Manage, coordinate and supervise the day-to-day work of PMU Finance team to ensure effective contribution to the sound financial management of Global Fund grants to the Ministry of Health, including providing training, support, guidance and leadership of the Finance team members so that they perform their duties in accordance with their individual terms of reference.
16. Institute and supervise the system of asset management of assets purchased through Global Fund grants in compliance with Global Fund policies.
17. Develop and implement, in consultation with the Deputy Director of Department of Finance, a plan for knowledge transfer and capacity building of Department of Finance staff on Global Fund policies and procedures.
18. Other duties as required by the PMU Manager.

Academic and professional qualifications

A Master's Degree in Finance and/or Accounting, from a reputable university
Preferably also recognition by a relevant professional accounting body (eg CPA)

Experience and competencies

1. Ten (10) years' experience working as a Finance Director, Controller or Manager in a similar position responsible for accounting, budgeting, financial management and reporting.
2. Significant experience in setting up a financial management operation.
3. Working experience with international donors or development agencies and government.
4. Strong written and oral communication skills, including professional level English language skills.
5. Experience in grants management, contract management and procurement oversight.
6. Extensive experience and proficiency in the use of automated accounting systems.
7. Advanced proficiency in Microsoft Office, Outlook, Excel, word Project and Power Point.
8. Knowledge of the financial management requirements and policies of the Global Fund to Fight HIV, TB and Malaria will be as added advantage.
9. Proven capacity to work as part of a team and also independently within deadlines, being self-motivated and creative.