



Extension of the Job Advertisement

ADRA DRC - FCI – Finance Manager

/003/RH/08 - 26

POSITION TITLE: **Finance Manager**

NUMBER OF POSITIONS: **01**

DUTY STATION: **Democratic Republic of the Congo (Specific location to be determined)**

CONTRACT TYPE: **Fixed-Term Contract (FTC)**

REPORTS TO: **Program Director; co-supervised by the Director of Finance and Administration.**

VACANCY ANNOUNCEMENT DATE: **August 25, 2026**

APPLICATION DEADLINE: **September 07, 2026**

POSITION STATUS: **Open to National and International Candidate**

1. ABOUT ADRA

ADRA is a humanitarian organization working with people living in poverty and distress to create justice and positive changes through empowered partnerships and responsible action.

ADRA is present in 120 countries and serves people with justice, compassion, and love. ADRA has been present in the Democratic Republic of the Congo (DRC) since 1994. Its programs are supported by USAID, UNFPA, Global Fund, UNICEF, BMZ etc. ADRA DRC is undertaking programs in (DRC) in the fields of health, child protection, education, non-food item and food distribution, cash assistance, and livelihoods programming. Our work in these challenging settings gives rise to some of the most pressing issues facing contemporary humanitarian action, including questions of access, security, funding, and coordination.

2. POSITION SUMMARY

ADRA (country office) is seeking a passionate, committed, and experienced Program Finance Manager who embodies our core values of connectedness, courage, and compassion. The successful candidate will provide strategic financial leadership and oversight to ensure effective financial management and program compliance. Please note that this recruitment process is contingent upon the donor's approval and award of the program.

Under the direct supervision of the Finance Director, with programmatic oversight from the Program Director, the Finance Manager will dedicate 100% of their time to leading, coordinating, and overseeing the high-quality implementation of all finance department activities for the donor-funded project, ensuring timely reporting and compliance with donor rules and regulations. S/He will provide management support in the administration of the financial and physical resources, implementation of internal controls, and the generally accepted principles of international accounting standards. S/He will actively participate in the budgeting processes for current and new projects/programs.

3. KEY RESPONSABILITIES

The Finance Manager will be responsible (but not limited to) for the following tasks:

Treasury management

- a) Ensure a justified bank selection process, open/close bank accounts under the authority of the ADRA Board and ADCOM;
- b) Oversee the management of bank accounts: control, follow up with, and make sure flows are properly lettered (advances, transfers, etc.), check balances and justifications, authorized signatories;
- c) Supervise the management of safes and cash: available amount, balance checks, security instructions;
- d) Assess monthly cash-flow needs for projects and areas;
- e) Manage money transfers, areas of cash supply and amounts in circulation, whilst defining payment procedures (bank transfer, cheque, cash, etc.);
- f) Responsible for processing fund requests to donors whenever it is necessary;
- g) Make sure donors are invoiced on time.

Commitment of expenditures, budget control, and Financial Management: *Commitment of expenditure – guarantee budget availability and compliance with ADRA and donor procedures before releasing payments.*

- a) Before commitment/payment of any expenditure, check authorization levels, budget availability, and the budget line on which the expense is to be allocated to, ensuring full compliance with ADRA and donors' procedures;
- b) In close coordination with the Country Operations Manager or equivalent, negotiate terms of contracts, including payment schedule and taxes obligations;
- c) Ensure that procurement procedures are strictly adhered to;
- d) Follow-up on commitments and payments;
- e) Ensure financial and budget control;
- f) Ensure coherence between orders, quotations/offers, purchase orders, call for tender documentation, procurement memo, contract, invoices, receipts, works/services completion certificates;
- g) In close coordination with the HR Manager/Coordinator, ensure that staff contracts are in line with the ADRA salary scale, available budgets, and regulations;
- h) Review and validate the payroll at the end of each month;
- i) Validate partner's accounting and documentation accuracy and compliance before payment.

Project budget follow-up, mission's cost control, internal and external audits: *anticipate and mitigate financial risks, ensuring operations are run in a compliant and cost-efficient manner.*

- a) Analyze/report gaps between planned budgets and actual expenses to ensure variances are appropriately addressed;
- b) Comply with the flexibility rule;
- c) Anticipate financial risks, present budget updates, and mitigation plans to inform timely ADCOM decision making;
- d) Analyze the monthly financial report by reviewing the ledger on a monthly basis to ensure correct posting and allocation codes;
- e) Prevent and report any financial and operational loss;
- f) Take the lead on external audit preparation in support of the country compliance teams;
- g) Contribute to opening/closing out meetings, responses to audit reports, and recommendations' implementation plans.

Project financial cycle management: *Under the guidance of the Finance Director, the Program Director/Chief of Party develops project budgets and reports, ensuring the financial feasibility of projects and compliance with ADRA and donors' rules and deadlines.*

- a) Gather information from the relevant departments to consolidate budgets for project proposals according to project/mission needs and donor constraints;
- b) Review terms of contract and applicability of terms and conditions to the country context;

- c) In consultation with the Finance Director, plan, consolidate, draft, and crosscheck with Program Director/CoP financial reports when required (ad hoc, interim, and final), respecting contractual deadlines and rules such as flexibility, eligibility, and liquidation period, etc.;
- d) Follow-up payments from donors and financial project close-out (contract liquidation);
- e) Track, validate, document, and report required cost share contributions in accordance with donor requirements and applicable regulations, including review of partner-reported contributions for allowability, eligibility, and adequate supporting documentation;
- f) Ensure timely and accurate recording, reconciliation, and reporting of project financial data in approved accounting and financial management systems, using the appropriate budget codes, cost categories, and donor-required reporting formats;
- g) Support donor financial reporting by reconciling partner financial reports, accounting records, supporting documentation, and approved budgets to ensure reports are complete, accurate, compliant, and submitted within established deadlines.

Other related responsibilities

- a) Maintain current knowledge of local government requirements related to financial matters and ensure compliance with tax regulations and other legal requirements;
- b) Submit monthly, quarterly, and annual financial statements of the project to the Finance Director, the Program Director.

Administrative

- a) Submit timesheets to be approved by the supervisor.

Subrecipient financial management and/ Hub-and-Spoke oversight: Lead financial oversight of subrecipients operating under the project's hub-and-spoke implementation model, ensuring sound financial management, compliance with donor requirements, and timely identification and resolution of financial risks.

- a) Oversee financial management of hub and spoke subrecipients, including review of budgets, financial reports, cash needs, and compliance with approved award requirements;
- b) Conduct subrecipient financial monitoring using a risk-based approach, including periodic financial reviews, follow-up on findings, and escalation of significant compliance or control issues;
- c) Manage and monitor advance issuance and liquidation processes for subrecipients, ensuring advances are based on justified cash needs, liquidated within required timelines, and supported by adequate documentation;
- d) Review partner financial reports, reconciliations, and supporting documentation to verify accuracy, allowability, allocability, reasonableness, and compliance with donor and internal requirements;
- e) Maintain a system for tracking subrecipient financial deliverables, overdue liquidations, questioned costs, corrective actions, and outstanding documentation requirements;
- f) Provide finance capacity strengthening and practical guidance for faith-based and /community partners to improve budgeting, documentation, reporting, internal controls, and compliance practices;
- g) Coordinate with program, operations, procurement, and compliance teams to ensure subrecipient financial management is integrated with implementation planning, procurement oversight, audit readiness, and corrective action follow-up

Performance Indicators

- a) Nil absences during the past year during official organizational working hours other than those coordinated with the direct supervisor.
- b) Project budgets are met consistently without loss to ADRA.
- c) Treasury management is run in a smooth manner.
- d) Reports provided to the Finance Director and the Program Director on a regular and timely basis.
- e) On time and consistent attendance record.
- f) Honesty and integrity in all work activities.

4. PROFILE – REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's degree in finance, business administration, accounting, or other closely related field; a master's degree is preferred.
- Minimum of 8 years of progressively responsible experience in project financial operations and management, including 5 specifically on USG/USAID contracts, including reporting and compliance requirements.
- Sufficient and proven proficiency in finance and accounting systems that ensure compliance with the Rules and Regulations of the former USAID.
- Experience handling finance operations of health-related programs is a plus.
- Demonstrated experience tracking and managing cost-related performance indicators.
- Proficiency in English and French.
- Proven capacity of team leadership.
- Proven understanding of INGO work.
- Willingness and flexibility to work as part of a team.
- Proven experience working with "Sun Plus" accounting system.
- Computer literate with very good working knowledge of Microsoft Office, Word Processing, Spreadsheet, PowerPoint, and email software programs.
- Willingness to work additional hours to meet tight deadlines.
- Excellent written and verbal communication and interpersonal skills.
- Attention to detail and accuracy.
- Planning and organizing skills.
- Conformity and respect to the lifestyle and code of conduct of the Agency (ADRA) and of the Seventh-Day Adventist church.
- This list is not exhaustive and may be supplemented, amended or clarified verbally or in writing by the Administration or Management.

5. HOW TO APPLY

The application package must include the following documents:

- A cover letter and Curriculum Vitae (CV),
- Copies of academic degrees, training certificates, and employment certificates;
- Three (3) professional references (full name, position/title, relationship to the candidate, email address, and telephone number).

Interested and qualified candidates should submit their application as one single PDF file. The subject line of the email must strictly be: **ADRA DRC – FCI – Finance Manager/003/HR/08-26**

Applications should be sent to the following email address: ADRADRCRecruit@adradrcongo.org

Failure to comply with these application instructions may result in the disqualification of the application

The extension of the job posting does not require candidates who have already applied to submit a new application. All applications received will be duly considered as part of the selection process.

« FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY »

Done at Kinshasa, on August 25, 2026

P&C – ADRA RD Congo

