

## **Business Manager**

WEC International, The Gambia, operates a centralised system of financial management and administration. This is necessary due to the large amounts of money that are involved in the NGO related projects, the lack of financial institutions in rural areas and the international nature of the team's funding.



## **Position summary**

The Business Manager is responsible for the general operation of all the financial and administrative tasks required by an NGO with numerous projects ongoing.

The position involves being responsible for all accounting operations, production of periodic financial reports and maintenance of accounting records and the accurate and timely financial management of WEC International, The Gambia.

The Business Manager is also responsible for undertaking the numerous Administrative duties required of a medium sized NGO in The Gambia.

## **Accountability**

The Business Manager is accountable to the The Gambia team through the Finance Committee and the Branch Committee.

## **Responsibilities**

### **Financial management**

- Ensure all accounts are kept up-to-date.
- Prepare monthly accounts for all individuals and Projects and present them to the team at Monthly Prayer Days.
- Prepare the Agenda of items to be considered by the Finance committee
- Guide Financial decisions by establishing , monitoring and enforcing policies and procedures.
- Prepare the annual Financial Report for presentation to Conference.
- Prepare an abbreviated annual report for distribution to Government Departments.
- Arrange the year end audit and consult with the Auditors to ensure all regulatory requirements are met.
- Liaise with international banks where WEC International The Gambia hold accounts and draw down funds as required in the local currency.
- Ensure the best rates of exchange are achieved.
- Coordinate and direct Project budgets.
- Prepare and distribute monthly salaries for around 30 staff
- Ensure all payroll regulations are complied with.
- Ensure all employment matters are in order, and appraisals and review procedures are in place.

## **Administrative management**

- Deal with all administration duties relating to the importation of goods.
- Liaise with Gambian shipping agents, Government Departments, the President's Office, Customs and Immigration and the Ports Authority.
- Ensure proper importation procedures are followed, and all applicable duty exemptions are obtained.
- Arranging overseas payments for goods imported.
- Ensuring all vehicles are registered, taxed and insured.
- Deal with all paperwork in relation to vehicles purchased and sold.
- Prepare and process the annual renewal of ID Cards, Residential Permits, Passport extensions, Driving Licences and all other regulatory matters for each member of the team and each Project.
- Ensure all Cashpower, internet and other subscriptions are up to date and renewed on time.
- Deal with all calls, enquiries and visitors at the Headquarters.

## **Benefits**

- The Business Manager is a position of service to the team and can provide valuable support, advice and information to the Leadership and others.
- On a day to day basis you will be dealing with local Gambians as well as working in an International team.
- Experience in National and International Banking procedures
- Working with a Mission team in an NGO environment.
- Enjoy the sunshine and lovely beaches.

## **Requirements**

- Proven work experience in an accounting field.
- Understanding of accounting systems, payroll procedures and office software.
- Ability to multi task in a busy environment
- Ability to deliver quality work to tight deadlines with strong priority setting skills.
- Must be able to communicate financial information to a level all people can understand.
- Work as part of a multi-cultural, multi-disciplinary team.
- Experienced in carrying out all duties in an efficient manner and with honesty and integrity.