



## **Terms of Reference- Papyrus S.A. Finance Manager**

### **Organization**

Papyrus S.A. is a private management firm that prides itself on its lasting results-based approach focused on connecting local and international aspirations. For more information, please visit [www.papyrushaiti.com](http://www.papyrushaiti.com)

### **Position**

The Finance Manager will be a strategic thought-partner, and report to the COO. The successful candidate will manage day to day financial activities and subsequently provide advice and guidance to upper management on future financial plans, and enabling the senior leadership team to meet Papyrus' objectives.

The Finance Manager will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Papyrus continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

### **Responsibilities**

Working under the direct supervision of the COO, the Finance Manager will perform the following tasks:

- Provide financial reports in an accurate and timely manner and interpret financial information to managerial staff, while recommending further courses of action; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donors, and oversee all financial, project/program and grants accounting.
- Manage the accounting department comprised of 4 to 6 accountants: set goals and objectives, provide training and coaching, ensure policies and procedures are applied and design a framework with which to do so.
- Verify and approve daily transaction entries, monthly and year end closing, payroll and account reconciliations.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors; assess any changes necessary.
- Meet financial objectives by overseeing and leading annual budgeting and planning process in conjunction with the COO; administering and reviewing all financial plans and budgets; monitoring progress and changes.
- Manage organizational cash flow and forecasting by performing budget to actual analysis on monthly; quarterly and annual basis.
- Implement a robust contracts management and financial management reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedures manual.
- Effectively communicate and present the critical financial matters to the COO.

- Protect Papyrus by keeping information confidential.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

### **Qualifications**

- Master's degree in Accounting, Commerce, or Business Management
- At least 7-10 years of proven experience as a Finance Manager with signing authority to represent the firm with external stakeholders
- Strong understanding of Haitian labor and tax laws
- Strong oral and written communications skills in English and French; Creole is a plus
- The ideal candidate has experience having final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area,
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic colleagues and Board members who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Knowledge of SAGE accounting software is a plus
- CPAH is a plus
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment and to work under pressure.
- Able to manage, guide and lead employees to ensure productivity and appropriate financial processes are being used
- Strong interpersonal, communication and presentation skills. Personal qualities of integrity, credibility, and dedication to the mission of Papyrus S.A.

Interested candidates should send a cover letter and resume to: [application@papyrushaiti.com](mailto:application@papyrushaiti.com)  
Please indicate the position you are applying for in the email subject.