



EXTERNAL VACANCY N°15/VF/ICCN/2022

Virunga Foundation is an international NGO that supports the Institut Congolais pour la Conservation de la Nature (ICCN) in managing the Virunga National Park (PNVi). It also runs a vast development program in its periphery based on three pillars: tourism, energy & entrepreneurship, agriculture & fishing. The implementation of the activities is supported by various administrative, financial and logistical services.

Under the entrepreneurship and agriculture pillar, the Virunga Foundation manages a soap and hygiene product manufacturing company.

SICOVIR (Société Industrielle et Commerciale des Virunga) is a company founded in September 2013 in Mutwanga, at the foot of the Ruwenzori Mountains. The Mutwanga region is located about 40 km from the town of Beni, towards the northern edge of the Virunga National Park. The rural population of the region is poor and lives mainly from agriculture.

SICOVIR's products are, for the most part, made from palm oil - a local raw material - and are sold throughout the country, particularly in the east of the DRC. At this stage, production is focused on soap, but the company plans to rapidly expand its product range.

As part of Sicovir's development, the Virunga Foundation is looking for a Chief Finance Director to support the development of its activities.

| | |
|---------------------|------------------------------------------------------------------------------------------------------------------------|
| Position | Chief Financial Officer |
| Place of employment | PNVi and surroundings (Mutwanga/ Beni) |
| Type of contract | Fixed term contract with possibility of renewal, attractive salary and full package (accommodation, subsistence, visa) |
| Date of offer | 28/04/2022 |
| Closing date | 28/05/2022 |
| Availability | As soon as possible |

DESCRIPTION OF THE FUNCTION

- Ensure the company's accounting management (preparation of financial statements, monthly accounting closures, account audits, etc.).
- Ensuring the financial management of the company (steering management control, setting up internal control, defining instruments for the readability of the activity (dashboards), leading the budgetary procedure, developing and setting up procedures for good financial management throughout all the company's departments).
- Ensure the Management, Control and Circulation of SICOVIR's financial resources and financial flows in order to provide the company with the guarantee of having the means necessary for its operation and development (cash flow, credit and debt management, recovery, etc.).



POSITION IN THE ORGANISATION

- The Chief Financial Officer (CFO) reports directly to the Chief Executive Officer.
- As head of the finance and accounting department, the CFO manages a team consisting of at least one accountant and one assistant accountant; a tax assistant will eventually supplement this team.

MAIN ACTIVITIES OF THE CFO

- Develop and manage the Company's financial resources efficiently;
- Ensure the development and monitoring of the accounting, administrative and financial system and procedures;
- Intervene and ensure wide communication and dissemination of the Company's administrative and financial procedures;
- Ensure adequate management control for all the Company's departments and operations;
- Ensure the compliance of the Company's systems and procedures with the laws, regulations and taxation in Congo;
- Establish and monitor the Company's budgets based on the strategic plans approved by the Board of Directors;
- Ensure regular and periodic financial information for the Heads of Departments and thus guarantee management control;
- Advise the Chief Executive Officer on the financial and accounting consequences of strategic decisions and plans;
- Ensure the timely preparation of all financial information to be shared with shareholders or relevant authorities.
- Ensure that a system for monitoring and controlling funds paid to customers/suppliers is in place at all times
- Participate fully in the drafting of the Company's new products/projects
- Apply the Company's administrative procedures and be analytical in their implementation;
- Ensure the application of and compliance with the Company's internal regulations;
- Ensure the administrative follow-up of the contracts of the Company's service providers drawn up in coordination with the Chief Executive Officer (lease contracts for the office, insurance contracts and other types of agreement of the Company with third parties...)
- Maintain the registration register of the Company's movable and immovable assets;
- Supervise the management of stocks and organize and coordinate the periodic and annual inventory of stocks and fixed assets;

JOB REQUIREMENTS

Education & work experience:

- University degree: Economics, Business, Financial Management or equivalent
- At least 5 years of relevant work experience or in similar functions
- In-depth knowledge of financial management and accounting
- Desirable knowledge of financial practices in Manufacturing and Commercial Enterprises
- impeccable command of computer tools (Word, PowerPoint, Outlook...)



- thorough knowledge of MS Excel spreadsheet. Proven experience in data processing in Excel. Knowledge of formulas and ability to analyze and modeling in Excel.
- Practical experience in the use of business ERP systems such as SAP, SAGE, Odoo.
- Desirable: Familiarity with the accounting software "SAGE 100".

Skills:

- Strong administrative and financial writing skills
- A dynamic, pragmatic and quick approach to urgent administrative and financial problems
- A strong analytical capacity and an analytical mind
- An eye for detail and meticulous work (detailed view), and at the same time demonstrate the ability to abstract and see strategically (big picture)
- A strong ability to work independently
- A sense of human resources management
- Flexibility and imagination in responding to requests and needs

REQUIRED ATTITUDES

- Ability to establish a relationship of trust with administrative and financial interlocutors
- Have a high sense of discretion
- Be disciplined and have good organizational skills
- Not be afraid of pressure and be able to manage tight deadlines
- A strong commitment to the job
- Have easy human contact and a friendly, easy-going way of being in the community

Composition of the file

- An updated, detailed CV with a recent photo;
- A motivation letter;
- Photocopy of diplomas
- A list of three references.

How to apply

Interested candidates are requested to send their application ONLY by e-mail to recruitment@virunga.org with "CFO SICOVIR" in the subject line.

Other information

- This recruitment is free of charge and no fee can be charged.
- Only shortlisted applications will be contacted for an interview.
- The company offers a competitive salary and will cover travel, accommodation and stewarding costs. Paid holidays are also provided.



VIRUNGA | FOUNDATION

RÉPUBLIQUE DÉMOCRATIQUE DU CONGO

- The company is located in Mutwanga, a picturesque village in North Kivu (Congo-DRC), an hour's drive from Beni (main town) and close to the Ugandan border. The successful candidate agrees to come, work, and live on the company site (or close to it) for the duration of the contract.
- Although the security situation in North Kivu is relatively turbulent, security in the Mutwanga area and at the factory is assured.