

JOB DESCRIPTION

JOB TITLE: Finance and Administrative Director

LOCATION: Antananarivo or Antsohihy

ASSUMPTION OF DUTY: 1 November 2023

TERMS: Permanent contract

COMPANY NAME: The Lemur Conservation Association (AEECL)

ABOUT US:

The Lemur Conservation Association (AEECL) is a zoo-managed conservation organization based in Sahamalaza-Iles Radama National Park in Madagascar. The main aims of the charity are based on the conservation of the lemur species within the park, with specific focus on the critically endangered blue-eyed black lemur (*Eulemur flavifrons*). Our goals are to research, protect and restore the vital ecosystems these conservation-dependent species inhabit, collaborating with local communities and authorities to achieve a sustainable and biodiverse habitat for the future.

ABOUT THE ROLE:

I - GENERAL MISSION

Under the supervision of the AEECL Treasurer and Board, the Finance and Administrative Director is responsible for:

- Ensuring the proper management of all administrative, financial and accounting operations (treasury, accounting and management control).
- Ensuring compliance with internal procedures and proposing updates to procedures.

II- MAIN DUTIES AND RESPONSIBILITIES

- Set up, and ensure the correct application of, the budgetary, financial and accounting management procedures.
- Produce regular budget forecasts and financial plans.
- Ensure the control and verification of funds committed by the charity.
- Supervise and manage financial and cash flows.
- Analyze the financial situation (balance sheet, analysis, dashboards, activity indicators and reports).
- Ensure compliance of supporting documents with expenditure.
- Ensure the regularity and correctness of the financial statements.
- Establish periodic financial reports and regular reporting to the Programme Director and the Board.
- Organize and hold periodic meetings with the Programme Director and the Board.
- Conduct negotiations with different interlocutors (banks, administrations, etc.).
- Manage purchases (negotiations with suppliers, centralization of orders).
- Manage AEECL materials and equipment.
- Manage, track and archive administrative records.
- Write and monitor contracts.
- Manage the payment of staff and suppliers.
- Collaborate with supervision and audit missions.
- Ensure regulatory monitoring of financial, tax and legal standards.

PROFILE OF CANDIDATE

- Minimum 5 years of proven experience as an administrative and financial director, particularly in a charity would be an asset.
- In-depth knowledge of finance, accounting, taxation, management control, business and social law.
- Strong skills in team management, hierarchical and transversal.
- Good knowledge of decision-making and data management tools (accounting and management software).
- Excellent knowledge of data analysis, reporting and budgeting.
- Excellent organizational and leadership skills.
- An analytical mind and problem-solving abilities.
- Respect for confidentiality.
- Master's degree (Bac+5) minimum in finance and accounting management, management control, audit, etc.
- Excellent level of professional and technical French and English.

CONTRACTUAL CONDITIONS

- Permanent contract
- Salary according to professional experience.

CONTACT US TO APPLY

To apply, send your **Resume** and a **cover letter** by **15th October 2023** to administrator@aecl.org, indicating in subject: "**Finance and Administrative Director**".

The AECL reserves the right to contact previous employers of candidates for this post. Submitting an application for this position entails acceptance of this information collection from the previous employers.