

## **KASAI CHRISTIAN MEDICAL INSTITUTE (IMCK) JOB DESCRIPTION – Chief of Finance**

Leadership opportunities are available at a healthcare system in the Democratic Republic of Congo. Christian Medical Institute of the Kasai (IMCK) is a multi-service health complex located in Tshikaji, 9 miles from Kananga. Founded in 1954 by Presbyterian missionaries, IMCK offers the multi-bed Bon Berger hospital, serves as a training site for Congolese doctors, offers a nursing school, OB/Gyn programs, ophthalmology and dentistry. PAX is a facility located in Kananga that serves as a clinic for city residents.

**Position:** Chief of Finance

**Reports to:** Hospital Administrator

**Position Summary:**

This position is responsible for leadership of the accounting and financial management functions. Under this position's direction, accurate and timely financial and management reports are prepared and analyzed. Essential responsibilities include training and development of accounting personnel, maintaining reliable accounting processes and systems, and requiring good internal and budgetary controls. The position duties necessitate broad conceptual judgment, enabling the individual to be a contributor to the effective management and continual improvement of the organization including, but not limited to, accounting and financial management.

**Essential Duties and Responsibilities:**

- Provides training for all accounting personnel and promotes their development.
- Supervising the Chief Accountant, who is responsible for maintaining accounting records and preparing financial statements (income statements (résultat de l'exercice), balance sheets (bilan) and cash flow statements (marge brute d'autofinancement)) and management reports (including non-financial operating and performance data and budgetary information).
- Financial advisor to the Administrator and Management, to include making recommendations for enhancing revenues and reducing or controlling expenditures while improving the efficiency of health care.
- Analyzes monthly financial reports and statements, and management reports, and presents value-added insights and recommendations, based on these reports, to the Administrator, to Management and, when requested, to the Board of Trustees.
- Explains financial and management information to non-financial members of the management team and to members of the Board of Trustees, to include the implications of cash flow positions and projections, and budget variances.
- Evaluates and implements good internal controls on a continuous basis (in order to protect the assets of IMCK while ensuring a reputation of integrity, accountability and transparency).
- Prepares prudent and realistic annual budgets based on the collective input of the management team and utilizes budgets as an effective management tool.
- Develops, implements and enforces policies and procedures that will improve the accounting, financial and relevant operations and effectiveness of IMCK.

- Liaises with donor church partners on financial matters, as requested by the Administrator, including on the subject of accountability for designated funds.
- Oversees and supervises preparation of information required for the annual audit.
- Other responsibilities as assigned by the Administrator.

### **Supervisory Responsibilities:**

- Directly supervises the Chief Accountant, who supervises the staff accountants; is responsible for the overall direction and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Basic accounting functions (such as record-keeping, journal entries and preparation of reconciliations) and preparation of financial statements are delegated (in order to have an appropriate segregation of duties and avoid weaknesses in internal controls and to facilitate good work flows).
- Interviews, hires, trains and terminates employees in the accounting function; plans, assigns and directs work of individuals reporting to the position; appraises performance; rewards and disciplines employees; and addresses complaints and resolves personnel problems.

### **Education and Experience:**

- Undergraduate degree or advanced degree in accounting from an accredited college or university preferred.
- Minimum of five years of accounting experience and ten years preferred.
- Proven leadership and management skills required.

### **Competencies:**

- Computer – Is well versed and competent in the use of computers.
- Analytical – Synthesizes information effectively.
- Communications – Speaks clearly and persuasively in positive or negative situations, and communicates effectively through written and electronic means. Fluency in spoken and written English is highly desired.
- Delegation – Delegates work assignments, gives authority to employees to work independently, sets expectations and monitors delegated activities and performance.
- Leadership – Inspires and motivates others to perform well; accepts feedback from others.
- Management Skills – Is committed to team work; includes staff in planning, decision-making, facilitating and process improvement; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Change Manager – Effectively identifies areas for change (processes, systems, structure, staffing), develops alternative recommendations, addresses obstacles to implementation, gains an understanding and support throughout the department and organization, and successfully leads the change management process.
- Quality Management – Looks for ways to improve and promote quality results and sets an expectation for accuracy and thoroughness.

- Judgment – Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions, resulting in meeting deadlines and the expectations of the Administrator.
- Planning/Organizing – Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Confidentiality – Is a person of high integrity and protects access to confidential information.

**Interested parties, please contact:  
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