

Terms of Reference: Finance Consultant - Partner Support & Reporting

1. General

Terms of Reference: Accountant (Partner Support & Reporting)

Location: CAR

Reporting to: Finance Officer -CAR

Duration: 15 May - 31 October 2026 (with a possibility of extension)

1. About Conciliation Resources

Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. For 30 years we have worked with people impacted by war and violence, bringing diverse voices together to make change that lasts. We take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide. See our [Strategic Plan 2026-2030](#) for more details.

Conciliation Resources has been working with partners in the Central African Republic since 2010. Through this work we have identified the need for community-based reintegration of ex-combatants and vulnerable individuals to take into account gender, psychosocial support, and livelihoods.

2. The East and Central Africa Programme

Conciliation Resources' East and Central Africa Programme (ECAP) has been working towards a non-violent end to conflict in the East and Central Africa region, in particular the Central African Republic, Democratic Republic of Congo (DRC), South Sudan and Uganda since 2006. In CAR since 2010, Conciliation Resources' programmes have focused on strengthening local peace mechanisms, integrating mental health in peacebuilding, promoting inclusion in local and national peace processes (special focus on promoting young people's role in peacebuilding), linking local and national peace processes and reconciliation, and reintegration of ex-combatants and vulnerable individuals into communities. Conciliation Resources' work is guided by our long-term partnership approach, which seeks to accompany local civil society organisations. Conciliation Resources has a small satellite office in Bangui. The Bangui satellite office is supported by other ECAP team members based outside of CAR, Africa Department team based in Nairobi and the London team.

In collaboration with its partners, Conciliation Resources is implementing two major projects in the CAR: An EU-funded project, *Joining the dotted lines: Community-based reintegration of at-risk youth and women, returnees from armed groups in the CAR* and, DCA/UNPBF funded project 'Pathways to empowerment: advancing marginalized youth participation to promote a peaceful and democratic culture in the Central African Republic. Conciliation Resources works with four partners implementing projects in Bangui, Sibut, Kaga Bandoro and Bossangoa

2. Job Overview

The Consultant will play a critical role in strengthening financial accountability, compliance, and reporting across four implementing partners operating in the Central Africa Republic. Working closely with programme and finance teams, the role ensures that partner financial management systems meet organizational and donor standards.

The consultant is responsible for supporting partners in financial management, reviewing and validating financial reports, and ensuring accurate and timely entry of financial data into the organization's central financial system. The position also contributes to building partner capacity, improving compliance, and ensuring audit-ready documentation.

In coordination with the programme leadership, including partner management structures similar to those used in other programmes in the organisation. The role requires frequent engagement with partners in the field, providing hands-on support, conducting monitoring visits, and acting as a key resource for financial compliance and reporting.

The consultant will contribute to the overall effectiveness of programme implementation by ensuring financial integrity, supporting donor compliance (e.g EU, UN), and facilitating accurate financial reporting. The role demands strong analytical skills, attention to detail, and the ability to build collaborative relationships with diverse stakeholders across multiple locations.

Frequent travel to partner locations is required.

Specific Tasks and Responsibilities

Key Responsibilities

A. Partner Financial Support

- Provide day-to-day practical financial guidance and accompaniment to implementing partners
- Build partner capacity in budgeting, reporting, and compliance
- Conduct monthly field visits to partner offices- to work with the reconcile and process end of reports.
- Support partners in understanding CR and donor requirements on financial reporting and compliance
- Support partners in developing internal financial controls and compliance

B. Financial Reporting and Review

- Receive and review partner financial reports for accuracy and completeness
- Verify supporting documentation and ensure eligibility of expenses
- Ensure reports align with approved budgets
- Provide feedback to partners and follow up on corrections

C. System Data Management

- Maintain accurate and up-to-date financial records
- Ensure proper coding of transactions
- Reconcile partner reports with internal records

D. Compliance and Controls

- Ensure compliance with organizational policies and donor regulations
- Identify and flag financial risks or inconsistencies
- Monitor partner adherence to financial procedures
- Update/revise partners due diligence reports
- Conduct spot checks on partners in line with our due diligence procedures and develop recommendations for strengthening partners financial systems, procedures and processes

E. Coordination and Communication

- Liaise with programme and finance teams to ensure alignment of workplans, financial requirements- including reporting.
- Provide regular updates on partner financial performance
- Support preparation of consolidated financial reports

7. Deliverables

- Timely reviewed and validated partner financial reports
- Monthly financial summaries and reconciliations

- Field visit reports and carry spot checks and develop clear and practical recommendations
- Audit-ready financial documentation

- Training and accompaniment support to partners

8. Required Qualifications & Experience

- Bachelor's degree in Accounting, Finance, or related field
- Professional certification (e.g., CPA, ACCA) is an added advantage
- Minimum 3–5 years of relevant experience, preferably with (I)NGOs
- Experience working with multiple partners or grants
- Strong knowledge of donor regulations (such as EU, UN)

9. Skills & Competencies

Person Specification

Essential knowledge, skills and experience

- Strong analytical and financial review skills
- High attention to detail and accuracy
- Proficiency in accounting systems and Excel
- Ability to train and support partners on financial and compliance processes
- Strong communication and interpersonal skills
- Willingness to travel frequently
- Excellent spoken and written English and French
- Ability to work irregular hours on occasions, with no permanent office and for frequent local travel to remote locations.

Desirable knowledge, skills and experience

- Knowledge of CAR context and its connections with government and international stakeholders.

March 2026