**Programme Finance Officer**

**Based in Goma**

**Starting Salary: $22,524 – up to $25,339 per annum**

**Contract: 2 Years Contract**

**Position Description**

**Job Profile**

The Program Finance Officer will provide offer tailored-made financial support and accompaniment to a specific CAFOD partner or group of partners in accordance with CAFOD Policies and Procedures on partnership and finance. This support will primarily focus on the capacity development of partners on financial standards and systems including assessments and mutual agreements on partner financial needs and will involve reviewing partner financial reporting (Country sign-off of such reports done by the Finance Administrative Manager while sign-off to the donor is done by CAFOD HQ) and financial aspects of donor compliance.

* Ensures financial compliance through close cooperation with partner organisations, other members of the finance, programmes, humanitarian and logistics departments.

**Key responsibilities**

**Provide Partner Financial Support - 70%:**

* Lead on reviewing partner financial reports alongside programme team members and ensure that CAFOD and donor requirements are being met.
* Review CAFOD records to ensure partner financial reporting is up to date and properly maintained, uploaded in WebPromise on timely manner.
* Review reports financial report from partners to ensure all expenses are relevant and relate to the project being supported, properly supported and upon clearance and satisfaction make recommendations to the Implementation Managers for further disbursement of funds to the partner.
* Lead an ongoing process to appraise partner organisation’s financial controls and systems in line with CAFOD partner assessment policy ensuring key policy manuals are in place. This will include field visits, desk audits and other methods as appropriate. Ensure recommendations well documented are implemented in agreement with the partner.
* Provide support to the finance and accounts departments of partner organisations to enable them produce and submit accurate expenditure reports. Support will include design of accounting and reporting systems, design of standard spreadsheets, training and on-going financial guidance.
* Participate in programme team meetings to ensure a full understanding of all programme work and any financial implications arising.
* Ensure regular and timely partner capacity building assessment is conducted and a report produced to be shared with key programme and management team.
* Participate in delivering training to partners on compliance with donors’ financial requirements as well as grant start-up workshops.
* Ensuring partners funds are transferred and received and receipts are back to Cafod
* In the event of a major issue in relation to financial management at partner level, especially in the management of donor funds, the programme accountant may be required to be deployed to a partner organisation to ensure that financial management and reporting are carried out in accordance with CAFOD and donor requirements.
* Coordinate with the Programme Managers to arrange timely partner audit in strict compliance with the donor and CAFOD policies on grant management and reporting.
* Ensure partner financial standards, policies, and procedures are coherent with CAFOD systems and where there exist gaps, work jointly with the Finance and Administration Manager to develop one.
* Help to develop systems and practices that ensure that payment requests, authorisation and approvals are done for all transaction per financial policy of the partner / CAFOD or donor requirement
* Inspect partners’ records and documents to ensure they are well filed and stored in accordance with CAFOD document retention policy.

**Partner Financial Documentation, Compliance and Reporting - 15%**

* Be the focal point for receiving financial reports from the partners on all grants funds disbursed and giving feedback to the partners on any inconsistencies arising before clearing the financial reports making sure partner financial reporting requirements and deadlines as specified in the grant agreements are met.
* Assist in the programme team in the preparation of donor reports, ensuring these reporting meet all donor financial reporting requirements.
* Working closely with the Programme team ensure that the relevant CAFOD Procurement Procedures are adhered to and implemented in a standardised manner across all partner offices.
* That financial reports presented are backed by detailed transaction listing and duly supported by relevant documentations that comply with both CAFOD and donor requirements at all times.

**Liaisons with CAFOD finance, Programme and Funding Team - 15%:**

* Ensure production of management report – Budget versus Actual for decision making, keep the programme team and the Finance Administrative Manager advised of all situations which have the potential for a negative impact on internal controls or financial management for further presentation of the same at SMT and for close monitoring of project implementation and progress by all stakeholders.
* Work closely with the programme and funding team to development the accounting framework for all new funding and ensure costs are accurately captured in partner projects in WebPromise.
* Awareness with CAFOD Complaints Handling Procedures, ensure compliance and bring all matters arising to the attention of the Programme Manager and/or Country Representative.
* Carry out routine or quarterly grant reconciliations in CAFOD systems and provide feedback on areas of concern for immediate action.

*You* *may be required to carry out other reasonable duties and responsibilities from time to time in agreement with your line manager*

**Safeguarding for Children and Vulnerable Adults <-- delete/update greyed out area as applicable**

CAFOD recognises the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.  CAFOD, and all its staff and volunteers, undertake to do all in our power to create a safe environment for children, young people and vulnerable adults and to prevent their physical, sexual or emotional abuse.  CAFOD is committed to acting at all times in the best interests of children and vulnerable adults, seeing these interests as paramount.  Any candidate offered a job with CAFOD will be expected to adhere to CAFOD’s Safeguarding policy and sign CAFOD’s Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. This post involves responsibility for people who will have contact with children, young people and vulnerable adults and applicants will be subject to specific checks related to safeguarding issues.  If based in the UK the post holder is required to present or obtain a Disclosure from the DBS (Disclosure & Barring Service).  If the post is based outside the UK the post holder will be subject to a different checking process.

**Person Specification [Copy your Key Competencies here]**

**Essential Criteria**

*Understanding our context*

A Understanding Catholic identity: Actively supports CAFOD’s vision, mission and values and what we aim to achieve

B Understanding CAFOD: Demonstrates high standards of integrity, transparency and accountability in line with CAFOD value of stewardship;

C Understanding international development: Commitment to humanitarian standards; Understands the complex challenges in the work that we do

*Working together*

D Managing ourselves: Consistently approaches work with energy and a positive, constructive attitude. The capacity to work on own initiative as well as co-operatively as a member of a team.

E Working with others: Ability to effectively build relationships, influence and liaise with key stakeholders ;

F Communicating

G Looking outwards

*Making change happen*

H Managing resources: advocates careful allocation, use and optimisation of resources to achieve the required results.

I Achieving results: Ability to work autonomously and make decisions. Able to improve process and ways of working to achieve results;

J Managing our performance Demonstrates strong planning, problem solving and organisational skills;

K Taking the lead

*Job-specific competencies*

I. Experience in partner grant management gained over the years working in South Sudan.

II. Experience of working according to organisational policies and procedures

III. Fluent in written and spoken French, Swahili and proficiency in English

IV. Numeracy skills

V. Knowledge of accounting systems preferably QuickBooks – used by majority of our partners and SUN Accounting System (Infor10) used by CAFOD.

VI. Knowledge of Microsoft Office suites and adept in spreadsheets especially excel.

**Desirable Criteria**

VII. Degree in accounting or partial professional qualifications such as – CPA, ACCA.

VIII. Knowledge of local context and language

IX.Ability to work and travel in insecure environments and to manage one’s own personal security where necessary

**Please click** [**here**](https://cafod.org.uk/Work-with-us/CAFOD-Staff-benefits) **for a full list of CAFOD’s Staff Benefits**

*Come and join us and help make a real difference in the lives of the world’s poorest communities.*

*CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection.*