

# act:onaïd Job Description and Person Specification

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|--|---|-------------|---------|
| Job Title:                                   | Finance Manager   |             |         |
| Department:                                  | Finance   | Job Family: | Finance |
| Reports to:                                  | Country Director  | Grade:      |         |
| Location:                                    | Kinshasa, DRC   |             |         |
| CRB Required:                                | NA: <input type="checkbox"/> Standard: <input type="checkbox"/> Enhanced: <input type="checkbox"/>  |             |         |
| Direct Reports:                              | Project Accountants, Finance officers and HR & Admin Officer  |             |         |
| <b>Job Role</b>                              |   |             |         |
| Role Overview:                               | <p>Provide financial oversight and support to the staff and partners in the Country. Responsible for monitoring financial management and performance of all programs/projects/sub-units and partners in the country, ensuring compliance with global standards, systems and processes, and law of land as well as donors' rules on financial management.</p> <p>Provide strategic financial support to the Country SMT in strategic planning, reporting, analysis, and risk management.</p>   |             |         |
| <b>Accountabilities</b>                      |   |             |         |
| Key Accountabilities / Responsibilities:     | Key Activities  |             |         |
| Values Practice & Strategy Change Priorities | <ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement.</li> <li>• <b>Feminist Leadership</b> – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>Child protection and safeguarding</b> –Embed AADRC and sector's approach to child protection and support that Safeguarding is embedded in all initiatives holistically.</li> <li>• <b>AAI Values Practice</b> – Ensure a personal and team culture that demonstrates all of AAI's Values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.</li> </ul> |             |         |
| Organisational and Corporate Development     | <ul style="list-style-type: none"> <li>• Contribute to the development and achievement of the AAI's strategic objectives including Country Strategy development.</li> <li>• Ensure that the long-term financial strategy of the country programme is viable.</li> <li>• Keep the other members of the DRC Senior Management Team informed about financial matters.</li> <li>• Establish and develop close communication links with the Finance Advisor.</li> <li>• Ensure compliance &amp; stay current with local legal &amp; statutory requirements.</li> <li>• Ensuring Local Finance Manual is updated and rolled out.</li> <li>• Filing of returns and other reporting to regulatory agencies.</li> </ul>  |             |         |
| Project Management                           | <ul style="list-style-type: none"> <li>• Participate in development of fundraising proposal/s from the beginning of the process, especially budget proposals.</li> <li>• Review and sign off on all fundraising proposals developed by the Country Programme, ensuring sufficient cost recovery for all overheads and relevant salaries.</li> <li>• Ensure that reports are submitted to the donor on a timely basis, in the format agreed with the donor and that all other reporting requirements are adequately adhered to.</li> </ul>   |             |         |

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|  | <ul style="list-style-type: none"> <li>• Ensure that project cash flows (income, expenditure and fund transfers) are managed in a timely and accurate manner.</li> <li>• Support project managers with project narratives in relation to expenditure and financial risks</li> <li>• Ensure audit requirements are monitored throughout the project and support to fulfil the requirements for internal and external audit on ongoing projects.</li> <li>• Liaise with donors as required providing explanations for reports submitted in a timely manner.</li> </ul>  |  |
| People Management                          | <ul style="list-style-type: none"> <li>• Responsible as direct line manager of finance staff by reviewing individual work plan, managing performance, providing induction, training, coaching, mentoring and advice.</li> <li>• Training of non-finance on financial management.</li> </ul>   |  |
| Treasury management                        | <ul style="list-style-type: none"> <li>• Manage the cash flow process including cash flow planning, cash requirement and disbursement with AAI DRC, partners and donors.</li> <li>• Cash flow planning and Management the cash flow position, including regular monitoring of foreign exchange rate movements with a view to taking necessary action depending on trends.</li> <li>• Manage and comply with the stipulated and necessary reserves at LRP and Country levels.</li> </ul>   |  |
| Partnership management                     | <ul style="list-style-type: none"> <li>• Assess the financial ability of potential partner NGOs, including their internal control systems, documentation, and capacity to report on expenditure before long-term relationships are entered into.</li> <li>• Monitor and assess the expenditure of partner NGOs.</li> <li>• Agree, develop, and review an accounting and reporting system between the partner NGOs and AAI.</li> <li>• Within the CP ledger, ensure a system for Accounting for Partner Grants is developed and operational.</li> <li>• Plan for and schedule both Partners visits and training sessions.</li> </ul>   |  |
| System, Policies and Procedures Management | <ul style="list-style-type: none"> <li>• Ensure that effective systems are in place to allow adequate financial monitoring.</li> <li>• Continuously review, evaluate, develop, and implement an internal control system to maintain the financial integrity of AAI DRC.</li> <li>• Comply with established ActionAid International and AAI corporate policies as laid down in the ActionAid International and AAI Financial Policies and Procedures Management Framework (IFMF).</li> <li>• Produce, review, revise and interpret to users and keep updated the Local Financial Policies and Procedures Manual (LFPPM) developed within the overall framework and structure of the ActionAid International Financial Policies and Procedures Management Framework (IFMF) and Local laws.</li> </ul> |  |
| Annual Planning and budgeting              | <ul style="list-style-type: none"> <li>• Provide Guidelines on financial planning process to related staff and to all budget holders.</li> <li>• Co-ordinate the annual budgeting, forecasting, and planning exercise and ensure that these are consistent with guidelines and procedures agreed with AAI and in accordance with specific needs of AAI DRC</li> <li>• Prepare detailed expenditure budgets and Consolidated summary budget tables and ensure that they are consistent with the information and formats provided by the Global Secretariat.</li> </ul>   |  |
| Audit and risk management                  | <ul style="list-style-type: none"> <li>• Draft the ToR for external audit.</li> <li>• Coordinate the Risk Register development process and update it on quarterly basis.</li> <li>• Assess risks associated with long term financial plan.</li> </ul>   |  |

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|  | <ul style="list-style-type: none"> <li>• Ensure that financial statements are prepared for internal or external auditors as required.</li> <li>• Ensure that a sufficient audit trail is maintained for all transactions at the CP.</li> <li>• Ensure proper follow up and implementation of agreed recommendations by both internal and external auditors.</li> </ul> |
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## Person Specification

|                                       |   |
|---------------------------------------|---|
| <b>Education &amp; Certifications</b> | <ul style="list-style-type: none"> <li>• Bachelor's degree in finance and accounting management is required.</li> <li>• Master's degree or professional Accounting or Financial Management would be an added advantage.</li> <li>• Membership of a reputable Professional Accountancy body such as ACCA, CIMA, CPA.</li> </ul>  |
| <b>Technical Competencies</b>         | <ul style="list-style-type: none"> <li>• Knowledge, practical application, and knowledge of GAAP.</li> <li>• Strong financial expertise and familiarity in management and accounting practices at a senior management level.</li> <li>• Sound practical knowledge of accounting systems (preferably SUN) and use of spreadsheets.</li> <li>• Proven experience in design, implementing and monitoring financial and administrative control systems.</li> <li>• Proven experience in producing budgets and financial reports for use by management and donors.</li> <li>• Auditing awareness (ISAs)</li> <li>• Asset inventory management</li> <li>• Payroll processing and management</li> <li>• Sound procurement knowledge and exposure</li> <li>• Financial systems and records management &amp; reporting.</li> </ul> |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>• A minimum of 5 years' experience in position of senior financial management or accounting, preferably in the NGO sector.</li> <li>• Experience in preparing and analysing financial reports and plans and drawing insight for use by management and different donors.</li> <li>• Experience in providing support and training.</li> <li>• Experience in working in difficult environments</li> </ul>   |
| <b>Knowledge</b>                      | <ul style="list-style-type: none"> <li>• Knowledge of/and or experience of the Not for Profit, NGO and/or Development sectors</li> <li>• Very good knowledge of computerised accounting packages, Excel. Knowledge of databases would be useful</li> </ul>  |
| <b>Skills</b>                         | <ul style="list-style-type: none"> <li>• Ability to work independently and be self-motivated.</li> <li>• Ability to think strategically, to delegate where appropriate, to prioritise competing demands, to influence a peer group.</li> <li>• Able to demonstrate excellent communication skills. Fluent spoken and written English</li> <li>• Ability to manage relationships at all levels</li> </ul>  |

## Competency Profile

|                      |                                 |   |
|----------------------|---------------------------------|---|
| Leading organisation | <b>Strategic perspective</b>    | Demonstrate alignment of the Organisation's strategic priorities and goals.   |
|                      | <b>Change management</b>        | Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment. |
|                      | <b>Decisiveness and Agility</b> | Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.                           |
| <b>Leading Teams</b> |                                 | Attracts, motivates, and develops high performing teams.  |

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|              | Building Collaborative Relationship  | Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture). |
|              | Communication                        | Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.                          |
| Leading self | Leading with Purpose and Credibility | Acts in accordance with stated values; has strong commitment to develop, promote and practice AA's values.                      |
|              | Innovation and Taking Initiative     | Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities.       |