



Job Profile

Job Title: Senior Management Accountant
Group: International
Team: International Group Directorate
Responsible to: NPI Operations Manager

Timeframe: Fixed-term contract. Initially one-year, then subject to review with possible 1-year extension.

Background:

Tearfund has been awarded two 3-year projects (under *Cooperative Agreement* terms) by the US-Government's PEPFAR/New Partners Initiative (NPI) to support PEPFAR's Country Operations Plans, in Kenya and Zambia. Support to the two projects and coordination with the US-Government's USAID is from Tearfund's HQs in Teddington, UK. Additional technical assistance to Tearfund and partners is provided by John Snow Incorporated (JSI) as part of the NPI arrangement. Under the terms of the Co-operative Agreement, PEPFAR have a significant involvement in the project. It is expected that the Tearfund engagement with the wider PEPFAR programme will be expanded to cover projects in other countries.

With each NPI project in-country Tearfund management staff are recruited in regional teams to focus on local delivery of project objectives. The **Senior Management Accountant** will be Tearfund **Teddington UK-based** and support the NPI Operations Manager to ensure compliance of USAID regulations and standards in financial operations and administration of the projects.

The NPI Senior Management Accountant will work closely with:

1. Tearfund's Regional Teams, especially the Country Representatives for Kenya and Zambia who are responsible for the wider development of country partners and programmes and execution of the PEPFAR programme.
2. Tearfund's Programme Funding Team, especially the Programme Funding Advisor who is Tearfund's lead contact with USAID and JSI and responsible for wider strategy development; and
3. Tearfund's Accounting Services, Finance Group.

Purpose of the Teams

The **International Group Directorate** directs all aspects of Tearfund's partnerships with over 350 civil society organizations in more than 60 of the world's poorest countries and Tearfund's own operational disaster management capacity.

The **Regional Teams** contribute towards Tearfund's corporate objective of releasing 50 million people from spiritual and material poverty by mobilising 100 000 local churches.

Regional Team mandate is to support Tearfund's partners in High Intensity Areas providing and managing grants awarded to partners from Tearfund resources and other external sources, capacity building (financial and technical), overseeing overall partner relationship and representing Tearfund in HIAF countries

The **Programme Funding Team** comprises eight staff and in line with Tearfund's programme requirements, supports all aspects of Tearfund's grant engagement with government agencies, multilateral agencies and international trusts and foundations.

The **Accounting Service Team** are responsible for production of monthly management accounts; for budget and three-year plan co-ordination, for maintenance of the accounting system, for the running of all the payrolls; for pensions administration; for management of cash funds; for grant and other payments.

Purpose of the Role: To ensure timely and accurate financial reporting in line with USAID regulations and Tearfund's financial operations and administrative standards. To provide advisory and administrative support to Tearfund's field finance staff, International Group and Finance Group.

Generic Purpose of the Role:

To take responsibility for a designated area of the team's overall task or specific projects.

- Share in responsibility for the overall team task and be responsible for carrying out work packages
- Liaise with internal and external contacts
- Responsible for reviewing own personal development, and overall team tasks
- Awareness of the Child Protection Policy
 - Responsible for familiarising themselves with the Child Protection policy and Procedures and with Tearfund's commitment to safeguarding the welfare of all young people
 - Responsible for carrying out the role in line with Tearfund's Child Protection Policy and Procedures

Participation in the spiritual life of Tearfund:

- To attend corporate weekly Staff Prayers on Wednesdays, to hear of Tearfund's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team / Group.
- To be committed to Tearfund's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.
- Responsible for maintaining your own spiritual development.

Position in Organisation:

- Reports to the NPI Operations Manager.
- Liaises with Regional Team Finance Managers working on USAID-funded projects to provide and receive information.
- Liaises with Country Representatives overseeing USAID-funded projects and Programme Funding Team in providing and receiving information.
- Liaises with Regional Team field-based administrators in providing and receiving information.

Scope of Job:

- Produce financial reports for UK expenditure and assist the Finance Manager in preparing of quarterly financial reports and monthly advance requests.
- Ensure USAID finance and administration rules and regulations are followed and that transactions are compliant
- Provide grant management administrative support to the regional teams
- Uphold Tearfund's internal financial systems - IBIS and PSF.
- Coordinate activities between teams involved including Programme Funding, HIV unit, Regional Team etc.
- Provide support in reviewing of Tearfund finance and administrative systems, procedures and policies related to PEPFAR projects

Duties and Key Responsibilities:**Primary Responsibilities****Financial reporting**

- Preparing the monthly and quarterly UK expenditure reports
- Ensuring the finance manager has all relevant information necessary for completion of form SF269 and assist in its preparation.
- Reviewing the SF269 for completeness and accuracy and getting it authorised and submitted to USAID.
- Monitoring expenditure of Tearfund additional cost share and producing quarterly expenditure reports for the International group, following up the submission of time sheets and calculating value of staff time input in relation to cost share, monitoring regional team level cost share contribution and producing a quarterly cost share report based on Tearfund additional funding, Regional team level cost share funds, field level cost share (e.g. Volunteer time) in quarterly reports and staff time cost share. This is all to be included in the SF269 report.

UK financial compliance:

- Processing all payments required at a UK level ensuring that this is done in compliance with USG rules and regulations
- Advising and assisting all teams involved in the programmes follow the correct procedures necessary for compliance e.g. consultancies, trip expenditure reports etc.
 1. Tearfund's financial database system (IBIS):
 - Setting up budgets based on the approved FY work plan budgets
 - Setting up approvals for UK expenses, country office expenses and partner grants
 - Providing support to country offices on IBIS when needed
 2. Advance requests:
 - Producing the UK monthly advance request
 - Ensuring the finance manager has all relevant UK information to complete the SF270 advance request and assisting in its completion and submission.
 - Raising advance payment to country office based on advance request
 - Tracking and reconciliation of advance sent with the expenditure reported on a quarterly basis and the amount left in the country and partner level accounts
 3. UK Finance Team support
 - Support UK finance team in order to ensure timely processing of transactions and other tasks as needed
 4. Timesheets
 - Ensuring all relevant timesheets are completed according to policy.
 - Calculating cost allocations and making appropriate journal allocations.
 5. Tearfund's financial system (PSF) support:
 - Support to country offices on use of PSF as an integrated system and on including partner expenditure.
 6. Audit:
 - Supporting the annual audit process
 - Conducting internal financial reviews of the NPI project field offices.

Administration/Coordination

1. Administration:
 - Providing grant management administrative support to the country representatives relevant to the project
 - Filing of all programmatic documents relevant to the UK level filing requirements
 - Ensuring that all financial documents necessary for a compliant transactions are attached to payment requests and filed.
2. Coordination:
 - Assist with the coordination of different teams involved in the programmes- Programme Funding, HIV Unit, Regional team, finance etc
 - Point of contact between the country offices and HQ and providing support to the country offices in coordinating requests to other teams based in the UK.
 - Liaising with the relevant teams to ensure that consultants submit invoices and the relevant back up documentation in a timely manner on a quarterly basis.
 - Producing monthly project updates for update meetings with management (where applicable).

Policies and procedures:

1. Organisational Capacity Assessment (OCA) action plan:
 - Following up of actions from the UK OCA and the country office level OCA's
2. Policies and systems:
 - Reviewing of procedures and systems set up for the PEPFAR programmes and amending as necessary in liaison with the relevant teams eg. IHR or finance etc
 - Developing procedures as necessary to meet the needs of the project

Other responsibilities

Institutional budgeting support

- Writing guidelines for budgeting for a PEPFAR funded project from learning of current projects in order to assist Country Representatives at the proposal writing stage
- Together with the Finance Managers, monitor the budget burn-rate on a regular basis and flag any under/overspending to relevant team members
- To support Regional and Programme Funding Teams in review of future proposals and budgets prior to submission to donors

Signed _____ Date _____



Person Specification

Job Title: Senior Management Accountant **Group:** International **Team:** International Group Directorate

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none">• Professional accounting qualification	<ul style="list-style-type: none">• Degree level education
PROVEN ABILITIES	<ul style="list-style-type: none">• Proven ability of working in complex financial environments• Proven ability of reporting on budgets and preparing financial reports.	<ul style="list-style-type: none">• Proven ability of institutional contracts particularly USAID.
SKILLS/ABILITIES	<ul style="list-style-type: none">• Advanced computer skills including experience of Excel and large Financial Systems.• Accuracy• Good financial analysis skills• Good problem solving skills with proven ability to take initiative.• Ability to work safely with children in an appropriate and safe manner in accordance with Tearfund's Child Protection Policy	<ul style="list-style-type: none">• Knowledge of PSF Financial.
PERSONAL QUALITIES	<ul style="list-style-type: none">• Good interpersonal skills.• Ability to work under pressure to achieve deadlines.• Team player.• Attention to detail.• Committed Evangelical Christian	
OTHER COMMENTS		
The role will involve up to 4 weeks overseas travel per year The successful candidate will be required to apply for a Criminal Records check.		

**TEARFUND
INFORMATION FOR APPLICANTS
POST OF: Senior Management Accountant**

GROUP: International Group

BASED IN: Teddington, UK

OFFICE HOURS:

Monday to Friday 9.00am - 5.00pm with one hour for lunch.

35 hour working week

ANNUAL LEAVE - FULL YEAR:

25 days pro-rata

Statutory Bank Holidays

Additional days at Christmas

SICK LEAVE SCHEME:

Based on length of service

NON-CONTRIBUTORY PENSION SCHEME:

For permanent staff members over 18 years old as follows

18 years old + - 10% of salary

50 years old + - 13% of salary

60 years old + - 15% of salary

NEW STAFF SERVICE:

6 month probationary period with a 3 month review

Discount on Tearcraft items and STL books

Staff restaurant on site

SALARY BETWEEN: £32, 028 - £32,528 per annum