

TEARFUND JOB PROFILE

ROLE	DMT FINANCE MANAGER
PROGRAMME	DMT HAITI
LOCATION	PORT AU PRINCE
DATE REVIEWED	JANUARY 2010

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

As part of the senior management team to maintain a satisfactory system of financial record-keeping from which to provide the Programme Director, field management and Tearfund UK with timely and accurate financial management information to enable them to monitor and manage the programme effectively; in accordance with Tearfund policies and guidelines, to maintain a system of sound internal controls in order to safeguard Tearfund assets and mitigate against the risk of financial loss and fraud.

2. LINE MANAGEMENT / POSITION IN ORGANISATION

- DMT Grade A3
 - May deputise for grade A1
 - Reports to Programme Director
 - ‘Dotted line’ accountability to DMT Accountant in UK
 - Manages other field accounting staff
 - Liaises with external donors in matters of finance, and with internal and external auditors in matters of statutory accounting
 - Liaises closely with senior officials of organisations in country of assignment.
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3. DIMENSIONS AND LIMITS OF AUTHORITY

- Approve expenditure on approved operational and programme budgets for which you have delegated responsibility up to £5,000.
 - Pay invoices / cash on receipt within requirement for two authorised signatories on cheques up to £30,000.
 - The above is subject to changes in the Disaster Management System.
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4. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Programme Strategy and Planning (5%)

- Assist the field management team in all financial aspects of the strategic planning process.
- Assist the field management team in planning and preparing annual programme budgets, operating plans.
- Advise the field management team on appropriate funding strategies to support programme implementation in accordance with target expenditure ratios and Tearfund's funding strategy guidelines.

Corporate Policies, Management Systems and Procedures (5%)

- Assist the senior management team in promoting Tearfund's Mandate, Basis of Faith, Core Values and Operating Principles.
- Assist team members to ensure operations are implemented in accordance with internal systems and procedures (e.g. PIM / DMS).
- Establish and maintain accurate and comprehensive accounting systems, policies and procedures for tracking income / expenditure.

Project Cycle Management (5%)

- Review and advise on project proposal / budget preparations for institutional and private funding.
- Take part in programme and project performance monitoring, evaluation and reporting in accordance with donor requirements.
- Ensure the timely provision of financial elements of situation updates, monthly, quarterly and annual reports to Head Office in accordance with agreed performance indicators and reporting formats.

Financial Management & Accounting

- ***Financial planning and control (15%)***
 - Assist project managers in developing and drafting individual project proposal submissions (including budgets and activity schedules / plans) and subsequent revisions in accordance with external donor requirements.
 - Assist in the preparation, and submission for approval, of the annual programme budget to Tearfund UK.
 - Maintain a set of complete and accurate financial records, including all relevant supporting documentation for each project.

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- Conduct regular field trips to project sites to monitor compliance with financial procedures, review activity progress and assist managers in identifying the financial implications of changes in proposed activities and revising budget lines as required.
 - Monitor procedures to prevent / mitigate against fraud as per the Fraud Response policy.
 - Assist the Personnel & Administration Manager to ensure compliance with all host country contractual and statutory financial requirements.
 - Advise the Logistics Coordinator on the cost implications concerning the selection, lease and management of appropriate office, residential and other buildings as required and the cost implications of fleet management, warehousing management and stock control and procurement of goods and services.
- ***Financial reporting (20%)***
- Monitor, supervise and assist in preparing all interim financial statements / completion reports to various bilateral, multilateral institutional donors to ensure compliance with contractual and legal requirements.
 - Ensure the timely preparation of monthly financial reports for the Programme Director and other senior management staff, providing them with the financial information necessary to enable them to manage the programme and projects effectively in accordance with corporate performance indicators and required reporting formats including advising of variance against budgets, and making recommendations for corrective actions to ensure expenditure does not exceed available funding.
 - Ensure the preparation of detailed statutory annual accounts where required.
- ***Financial processes (15%)***
- In consultation with the Personnel & Administration Manager, establish a payroll system for national staff.
 - Manage the day-to-day functioning of the finance section, including cash disbursements, cash receipts, banking, collection and payment of relevant taxes to the authorities and other finance-related tasks.
 - Establish an effective filing system that provides easy access to finance-related information and proper documentation of all financial and contractual transactions.
 - Establish banking arrangements and maintain liaison with principal bankers.
 - Help facilitate visits by, and meet the requirements of, external and internal auditors.

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- Support the Logistics Coordinator in maintaining a detailed, accurate and up to date asset register (including depreciation) with internal controls and procedures to reduce the risk of financial loss, and reconciliation of stock inventory records against financial records.

Team Management (10%)

- Lead and manage the finance function of the country programme, providing proper supervision, guidance and mentoring of finance staff to ensure effective performance and compliance with standard financial systems.
- Ensure that all staff in the Finance team understand their individual and collective responsibilities for security, safety and well being.
- Conduct 6-monthly performance appraisals for staff in the Finance team, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, disciplinary and grievance procedures, as required, for staff in the Finance team.
- Ensure that for staff in the Finance team respect local cultural customs and norms.
- Where appropriate provide pastoral support to for staff in the Finance team.

Spiritual Leadership (5%)

- Responsible for the spiritual leadership of staff, in the Finance team, to support their spiritual well being and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In countries where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

Personnel Management for the Programme (5%)

- As part of the senior management team, promote conditions for effective teamwork and commitment to Tearfund's values and operating principles.
- Assist the Personnel & Administration Manager and ensure that legal context, local practice and Tearfund policy are considered on matters of employment practice (including salaries) for national staff.

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- Develop and implement on-the-job training for project and technical (non-financial) staff, and where possible Tearfund partner staff, to enhance their financial management capacity.
- In consultation with the Personnel & Administration Manager, define financial team composition to assist in staff resource planning

Good Practice and Institutional Learning (5%)

- Assist the Programme Director in ensuring all programmes are implemented in accordance with Tearfund Quality Standards, signatory codes of conduct and accepted good practice.
- Assist team members to ensure all programmes are implemented in accordance with Tearfund's Fraud Prevention & Protection Policy.
- Assist in project reviews and evaluations and ensure learning around issues of project cost effectiveness and project efficiency are analysed and understood and disseminated to field and UK-based stakeholders.
- Promote opportunities to encourage financial good practices amongst staff and assist in identifying issues / themes that would improve Tearfund's Standard Financial Systems.
- Ensure all relevant audits recommendations are implemented and adopted within standard procedures.

External Relationships / Representation (10%)

- Help to maintain constructive working relations with other NGOs, UN agencies, host governments (including both formal authorities and informal faction where applicable).
- In consultation with the senior management team, liaise with bilateral and multilateral donors on all aspects of financial management and reporting.
- Build the financial capacities of selected Tearfund partner organisations by providing relevant financial advice and guidance, in close coordination with the Regional Teams.

The post-holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

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INFORMATION FOR APPLICANTS

- Tearfund seek as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats

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PART 2 – PERSON SPECIFICATION

Finance Manager

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Professionally qualified accountant or an appropriate finance related qualification 	<ul style="list-style-type: none"> • Degree • Management qualification • Security training
EXPERIENCE	<ul style="list-style-type: none"> ▪ Proven pre/post qualification finance experience ▪ Proven experience of strategic planning ▪ Experience of leading and facilitating prayer and Bible study groups. 	<ul style="list-style-type: none"> • Proven experience in: <ul style="list-style-type: none"> ○ Project design and management ○ Relief management ○ Personnel management • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Leadership skills • Negotiation and representation skills • Analytical skills • Problem solving skills • Training skills • Excellent written and verbal communication (including ability to communicate effectively in a particular language other than English for some Programmes) • Ability to learn fast • Computer literate in financial management software • Administrative skills • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team prayer and Bible studies • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	Spoken French

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PERSONAL QUALITIES	<ul style="list-style-type: none">• Committed evangelical Christian• Humanitarian & Christian motivation• Emotionally and spiritually mature• Team player• Understanding and sensitivity to cross cultural issues• Commitment to accountability to beneficiaries and transparency, giving them dignity and respect, and demonstrating listening and understanding• Flexible and adaptable to ever changing environments• Ability to remain calm under pressure• Diplomatic and determined• Willingness to travel and live in basic conditions• Committed to an evangelical Christian church• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement	<ul style="list-style-type: none">• People developer and motivator• Contributing to an evangelical Christian church
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