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| **TITLE:**  **Finance Director, Kenya & Madagascar Country Office** | | |
| **TEAM/PROGRAMME: Finance** | **LOCATION: Nairobi (with up to 25% travel to field locations)** | |
| **GRADE**: 1 | **CONTRACT LENGTH: 2 years with possible extension** | |
| **CHILD SAFEGUARDING:**  Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. | | |
| **ROLE PURPOSE:**  The Finance Directorwill oversee the Finance function and shared services with developing and implementing the financial strategy of Kenya & Madagascar Country Office.  As a member of the Senior Management Team, the Finance Director will have overall responsibility for providing direction and coordination of the Country Office finance function.  The Director in his/her capacity is responsible for managing the finance function of the Country Office by providing direction, supervision, capacity-building and evaluation of staff, in both emergency and development settings.  In this capacity, the Director will also be responsible for overseeing accounting operations, produce accurate reports on where funds is going within the organisation and improve or change current practices to increase efficiency. | | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Staff reporting to this post:**   * 3 direct reports and 1 dotted line – Finance Manager, Senior Finance Coordinator (Controls and Compliance), Senior Finance Coordinator and dotted line to Support Service Manager (Madagascar).   **Budget Responsibilities:** None  **Role Dimensions**: Save the Children works throughout Kenya & Madagascar with 10 field offices, approximately 450 staff and portfolio of USD 35 million. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **As a member of the Senior Management Team (SMT), contribute to:**   * Leadership of the Kenya Country Office * Support the development of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our Members and donors * Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to programme needs * Help establish, maintain, and improve active and regular working relationships with: host government authorities, partner agencies including humanitarian and development donors, and local and international NGOs * Ensure that the Kenya Country Office complies with all Save the Children Management Operating Standards and Standard Operating Procedures * Ensure that all required support is provided promptly, at scale and in line with the rules and principles during humanitarian responses, working closely with the Regional Office   **Planning and Budgeting**   * Assist the Country Director (CD) in the management /administration of the Country Office resources and its field offices including (a) the formulation of country work program and resource allocation, (b) providing effective support and guidance to the Senior Management Team and other key program staff during planning and allocation exercises; (c) monitoring implementation of donor agreements and resource utilization. Highlight variances, provide analyses and recommend resolution or reallocation of resources. * Work along with the Director of Program Operations and the Director of Program Development and Quality in developing plans to meet funding and programming needs. This includes diversification of funding resources * dentify and effectively manage all key risks, especially financial, related to delivering the Country Office program. Develop mitigation plans at proposal stage * Ensure correct level of budget authority exists within Country Office * Manage financial aspects of budget development for new proposals * Ensure appropriate and adequate emergency finance and grants procedures are detailed in the Country Office Emergency Preparedness Plan in order to enable rapid scale up * Ensure budget holders understand their responsibilities (e.g., through training) * Ensure sub-offices receive adequate support to operate efficient accounting systems, including timely receipt of monthly budget variance analysis by budget holders, timely answers to queries and scheduling tasks and deadlines. * Work with the SMT to design and implement a coherent organisational structure that is consistent with agency practices and appropriate to approved budget and program needs.   **Financial Accounting, Reporting, and Control**   * Manage the Country Office financial systems and provide the SMT and all budget holders a monthly update on the budget variance analysis * Ensure Country Office treasury operations are adequately managed * Ensure with Program Operations that systems are in place for the control of all assets, funds, equipment, property, and facilities; submit timely financial reports to RO/HO and donors as required * Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control including: * Manage annual accounts preparation; * Manage the accounting and management information systems; * Manage cash and cash flow; and control in particular gain/losses on currency exchange; * Develop and implement financial procedures during emergency responses, including meeting all relevant responsibilities in the Rules and Principles for Emergency Response; * Develop expenditure procedures, especially around procurement; * Ensure documentation of all controls procedures and record retention as per the agency policies. * Conduct finance training for staff in the field and partners as necessary; * Ensure availability of funds for sub-offices and the Country Office * Monitor accurate and timely submission of financial reports and attachments to members, donors and government regulatory agencies * Ensure quarterly effort reporting is prepared with major variances discussed with RO and HO * Coordinate submission of control rpts, respond to findings and recommend solutions or action plans * Lead and participate in the development of finance policies and procedures to be able to maintain a well-financially controlled environment in both development and emergency contexts * Coordinate and assist Country Director during any internal or external audits * Ensure monthly financial reviews (MFRs) are prepared, reviewed with SMT, and submitted to Regional / Home Office regularly.   **Budgets Management**   * Supervise development of proposal budgets in collaboration with the proposal development team. * Ensure all proposal budgets have full cost recovery of direct and indirect costs. * Flag to the SMT about all the grants with less than full cost recovery. * Monitor and support completion of financial reports for awards/contracts. * Ensure proper accounting and closing of books upon receipt of completed reports and documents from various field offices * Ensure timely and accurate financial information is provided through Grants Management systems * Ensure that donor financial reports and narrative reports align   **Support to Madagascar Programme**   * Establish and review Finance policy and systems in liaison with lawyers * Give guidance to the Finance team on general finance processes in line with SCI best practice * Management of the finance systems and provide ongoing support to the Finance team on performance management * Training, coaching and development of the finance team in Manadagascar   **Government Relationships**   * Maintain strategic links with Government of Kenya/key ministries at national and provincial levels, identify opportunities and ensure Save the Children’s participation in key activities of the national and provincial and local level government * Ensure that Save the Children policies are coherent and relevant to current policies in Kenya and internationally * Maintain / develop further relations with the Government of Kenya and other relevant government related stakeholders in relation to support services * Represent Save the Children at high level and routine meetings with the government in relation to relationships   **Staff Management, Mentorship, and Development – Finance team**   * Ensure appropriate staffing within the Finance team * Ensure that all staff understand and are able to perform their role in an emergency * Manage the Finance team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly * Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff * Incorporate staff development strategies and Performance Management Systems into team building process. * Establish result based system and follow up * Manage the performance of all staff in the finance work areas through:  1. Ensure effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; 2. Coaching, mentoring and other developmental opportunities; 3. Recognition and rewards for outstanding performance; 4. Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans  * Any other duties assigned by the Country Director | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * widely shares their personal vision for Save the Children, engages and motivates others. * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. * values diversity, sees it as a source of competitive strength. * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions. * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity. | | |
| **QUALIFICATIONS**   * BA Degree in Finance and Accounting, Business Administration, or other relevant discipline. * Master Degree in Finance and Accounting, Business Administration, or other relevant discipline preferred. * Chartered Accountant (CPA, ACMA, ACA, ACCA) required. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Recommended a minimum of 10 years management experience in an INGO environment, of which 5 years at a management level within the finance department of an international organization * Qualified finance professional (recognised accounting qualification suggested) with experience of operating in a global and complex organisation. CPA or equivalent degree (CA, MBA, ACMA, ACCA) strongly recommended * Experience of working in an emergency context. * Excellent understanding of business and financial planning including strategic modelling * Excellent analytical skills – the ability to analyse complex financial data and design and produce effective management information * Sound understanding of compliance requirements of key donors (USAID, DFID, Sida, EU, UN agencies) and proven track record of handling complex awards * Willingness and ability to dramatically change work practices and hours, and work with surge teams, in the event of emergencies * Demonstrated credibility with colleagues and stakeholders at all levels of an organization * Strong interpersonal skills with the ability to lead a multi- disciplined team Leadership skills, including the ability to supervise and motivate qualified professional staff with diverse background and value | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Yvonne Arunga** | | **Date: August 2023** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |