|  |  |  |
| --- | --- | --- |
| **TITLE:** Finance Manager- ECW Consortium | | |
|  | **LOCATION:** Port Sudan , with travel to the field (approx. 20%) | |
| **GRADE**: 3 | **CONTRACT LENGTH:** 12 months | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Consortium Finance Manager will support a Consortium of partners implementing Education Cannot Wait programmes by ensuring the financial and grants management and information systems are in place and functional. The Consortium Finance Manager will be responsible for implementing an inter-agency fraud risk prevention, mitigation and response plan. The position is responsible for receiving and reviewing partner expenditures and reports and preparing consolidated financial reports for the donor.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Consortium Coordination Manager; dotted line into Finance Director  **Staff reporting to this post:**  **Direct:** Finance Coordinator  **Role Dimensions:** The role-holder will work closely with Finance and Grants colleagues in implementing partners, the member and the donor. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Financial Management Systems:**   * Responsible for SCI Sudan computerized financial systems, coordinating data and transactions processing while providing technical support and training in Agresso usage and data retrieval for data to both the finance and non finance staff. * Ensure that the Agresso ledgers for all projects are maintained up to date and that transactions are posted on daily basis and are reconciled to correctness in projects, donors, activities, and expenditure codes in order to facilitate efficient and timely reporting to management and donors. * Responsible for managing the disbursement of funds to partners in line with payment schedules and any other requirements * Preparation and follow-up of invoices for partner expenditure, as necessary   **Financial Reporting:**   * Review of financial reports and transactions by implementating partners * Consolidation of financial reports into one report for submission to member and donor * Ensure donor compliance during reporting in terms of templates and budgetary ceilings as applicable   **Fraud Risk Mitigation and Response:**   * In coordination with the Implementing Partners, Country Directors, the Internal Controller and Consortium Management Unit, develop a Fraud risk mitigation and response policy. * Ensure the financial risk assessment is maintained and updated. * In case of suspicions of fraud, ensure the case is addressed as per the policy.   **Training and Capacity Building:**   * Identify financial management capacity gaps and training needs assessments for both finance and non finance partner staff and provide hands on support and trainng for proper and effective use of resources * Conduct support to field offices and partner offices to reconcile accounting records and provide relevant technical support at such intervals as may be required   **Audit Preparedness**   * Work with the Internal Controller and partner organisations to ensure the programme is sufficiently audit ‘ready’ * Ensure that any actions or recommendations included in the case of management letter resulting from any audits is followed up and reconciled * Coordinate donor audits   **Donor Compliance**   * Ensure that the programme(s) of the Education Consortium are implemented in line with donor policies and compliance corresponding to finance and grants management (for example, budget line flexibility adhered to, expenditures eligible in line with policy etc.)   **Awards (Grants Management)**   * Prepare budget vs actuals to inform ongoing grants review within the Consortium Management Unit and to identify deviations in implementation progress and flag delays / requests for support to the Consortium Management Unit * Provide updates on Senior Management on progress, risks, status | | |
| **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**  • A Bachelors Degree in Commerce, Accounting or Business Administration from a recognised university. Possession of a postgraduate qualification or professional qualification such as ACCA, CPA, CIMA, ICSA etc is an added advantage. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * At least 4 years relevant working experience, preferably with International NGOs, with thorough understanding of GAAP and major donor standard requirements. * Good financial management skills with knowledge of computer Accounting Packages and good understanding of major donors financial requirements, conditions and Government budgets and tax policies. * Self motivated with demonstrated ability to generate financial reports and meet set dead lines and with good integrity. * Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision. Computer literary and fluency in English are a MUST. * Ability to maintain personal professional development and competencies on financial issues. * Strategic management and people management skills – team building and delegation. * Strong negotiation, diplomacy and Confidentiality * Computer literacy skills – MS office applications, word, excel, powerpoint, spread sheets. * Good Policy Development and analytical skills * Ability and willingness to undertake periodic field travel to up-country and in insecure areas.   **Desireable**   * Prior experience working with partners * Prior experience working with institutional donor funding, such as Education Cannot Wait | | |
| **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:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** Joseph Njoroge | | **Date: 22**/12/2021 |
| **Evaluated:** | | **Date:** |