

JOB DESCRIPTION

JOB TITLE:	Regional Finance Coordinator- Country and Network Support
JOB GRADE:	National
CONTRACT LENGTH:	Two years' contract
RESPONSIBLE TO:	Regional Head of Finance and Operations- Africa
RESPONSIBLE FOR:	Any staff as assigned by the Regional head of Finance and Operations
KEY RELATIONSHIPS:	Regional team; Country Offices; Key London finance and operations; and network members

Background

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating together can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people– including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

In Africa region, we will deliver this through a combination of programme, policy and communications work focused on our core themes of social protection, health and care.

Job Impact: The role Regional Finance Coordinator-Country and Network Support is expected to impact and influence in the following critical areas.

Effective Grants and Contracts
Management support to
countries and network

Efficient and accountable
finance management

Support to Country Offices and
Network partners on Financial
Management and Systems

Timely Financial Planning,
Analysis and reporting

Ensure Ops & finance support
in delivery of HelpAge strategy
in Africa

JOB RESPONSIBILITIES AND KEY TASKS

Support to Country Offices

- Regularly visit country programmes and review their financial operations, and recommend areas for improvement
- Ensure that monthly budget monitoring is carried out in country offices, and proactively keep the Regional Head of Finance & Operations and Africa management updated; and working with Regional Head of Finance & Operations, provide technical support to Country programmes in preparation of the quarterly/annual financial plans (FPS).
- Receive and review the country business plans and submit to Regional Head of Finance and Operations and Support Country Finance Managers in ensuring that the financial planning sheets are updated routinely to incorporate changes in the funding, expenditure, areas of concerns – under spends; funding gaps and recommend the necessary actions.
- Receive, review and approve cash requests from country offices and forward to Head office for processing
- Support country programmes in ensuring that partners' expenditures are reviewed regularly and comply with donor regulations, whilst ensuring that all non-compliance issues are highlighted and appropriate action taken.
- Periodically visit regional partners in countries where HelpAge does not have a country office and review their financial and administrative policies and procedures, identify shortcomings and provide appropriate training
- Support country programmes in providing the year end information that is required by Head Office.
- Support country programmes in coordinating statutory and donor audits.

Grants and Contracts Management

- Work with the resource development team / contract management system (ADDS) focal persons and country finance managers to ensure that the information in the system is reconciled to that in the financial planning sheets (FPS).
- Assess financial risks in line with donor conditions for the managers to take proactive corrective action.
- Review project budgets and reports for country office specific projects before submission to the donor. Support country offices with donor budget re-alignment and other budgetary issues

Financial Planning and Analysis

- Preparation of the Regional Annual plan and review, and give recommendations on country office annual plans.
- Co-ordinate with the Country Office Finance Managers on the month to month budgetary implementation of the annual plan and provide the regional management with the necessary analysis for decision making.
- Review Country office Management Accounts (MANACS) and Programme monitoring sheets for the country programmes, highlight areas of attention for discussion with Country Directors.

Network Support

- Working closely with head of network, capacity building of network members in financial and grants management
- Budgeting support to the proposal development process for network partners

- Assist technical staff and regional management in ensuring accountability and transparency in managing HelpAge funded or other donor funds whose accountability ultimately rests with HelpAge.

Others

- Contribute the improvement of financial policies and procedures by providing feedback on their effectiveness.
- Provide cover as Finance Manager in country offices when staffing gaps arise.
- The position is based in Nairobi but with frequent travels to other countries in the region (40%)

PERSON SPECIFICATIONS

<u>Management and Coordination</u> <ul style="list-style-type: none"> - Minimum of 5years experience in an NGO multi-cultural setting in a similar position - Proven leadership skills and the ability to manage, motivate and inspire a diverse regional operations team - Extremely strong communication and coordination skills. - Superior numeracy and information analysis skills - Proven experience of managing and supporting teams working remotely - Experience in coordinating regional finance operations 	<u>Technical/Job Related</u> <ul style="list-style-type: none"> - Good working knowledge of SUN Systems computer software, word processing, spreadsheets, power point and database packages. - Ability to work independently and make good routine decisions. - Excellent command of English and Kiswahili both written and oral. - Proven experience of wide range of donors including DFID, UN organisations, EC, and other institutional and private donors - Knowledge of statutory requirements for Kenya and other countries within the Africa region - Training and capacity skills
<u>Behavioural Competencies</u> <ul style="list-style-type: none"> - Results Orientation towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work - Working with others, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs - Leading Others by defining organisational and team's vision, supporting development of team members - Strong interpersonal and communication skills. - Self-Management, by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills 	<u>Others</u> <ul style="list-style-type: none"> - Previous experience working on issue of older persons a strong advantage - Willingness and interest to work with a network focussed approach, engaging with, supporting and maximising on potential of network members - Language skills. Portuguese and French an added advantage - Firm and give attention to detail - High level of stress tolerance - Experience in working in partnerships - Able to work with limited supervision - Proactive and reliable