

**Job Description**

**Job Title:** **Regional Finance and Support Services Manager**

**Salary:** JOD 2,000 gross per month

**Department:** Eurasia and Middle East Regional Development Centre (EMERDC)

**Location:** Amman, Jordan

**Responsible To:** Regional Director Eurasia and Middle East

**Key Relationships:**

Country Offices: Close working relations with HelpAge Kyrgyzstan, Moldova and oPt staff.

Affiliates and partners: Close working relations with HelpAge affiliates and partners in all countries of the region with joint activities in the Middle East, Eastern and Southeast Europe, Central Asia and Russia.

London Secretariat: International Accountant, Programme Support Officer, Resource development team.

**Contract:** 1 year, with possibility of extension

**Background:**

HelpAge International is the Secretariat of a global network, currently with 114 member organisations with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The Headquarters of the Secretariat is in London, with six Regional Centres in Thailand, Nepal, Jordan, Chile, Kenya and South Africa. We also have a small office in Brussels to represent us at the EU. We employ more than 400 people worldwide.

In the EME region HelpAge has offices in three countries, oPt, Moldova and Kyrgyzstan, and work with partner organisations to implement programmes in key areas of income security, health, emergency response, discrimination and support to network development.

The finance team plays a crucial and lead role in ensuring that the EME region country and regional teams are equipped with the information and skills to ensure the effective management of HelpAge financial resources.

**Job Purpose:**

To be responsible for the finance functions in the region including all aspects of financial and management accounting, including finance systems development and implementation and support to partners to ensure HelpAge and donor reporting requirements and minimum standards are met. In particular:

* To ensure comprehensive and effective financial, IT and logistics management in the regional and country offices of EME.
* Provide high level support and advice to Regional and Country Directors
* To focus on areas of risk including gaps in financial performance & funding and coordinate with UK finance on global financial matters
* To monitor, support and train finance & contract management staff in regional and country offices

**Responsibilities**:

1. **Regional Financial Strategy**
* Lead EME Regional Finance Team in supporting the Regional and Country Directors by delivering financial aspects of regional strategy
* Engage actively with the International Regional Finance Team
* Support Regional and Country Directors in risk management
1. **Financial Planning & Budgeting**
* Co-ordinate annual budgeting process, carry out country level reviews and maintain oversight of funding requirements
* Provide support to programme management in project budget development and financial monitoring
1. **Support to International Offices**
* Work with finance staff to ensure regional and country offices work to agreed standards of financial management, highlighting areas of concern and making recommendations and developing plans for how these needs can be met.
* Provide support and advice to Country Offices on the development of local financial procedures.
* Support the Country Offices in the development of partner organisations, ensuring that appropriate financial systems are implemented.
* Develop risk based process for review of donor budgets and reports
1. **Staff Management**
* Indirect management of Country Finance Managers
* Arrange thorough induction and continuing development of Country Finance Managers
* Develop a strong senior finance management team for the region
1. **Grant management**
* Ensure compliance and understanding of donor terms throughout the Region
* Monitor high and medium risk contracts
* Ensure finance staff in the region input into donor reports and budget proposals
1. **Cash management**
* Oversee banking arrangements in the Region ensuring compliance with HelpAge International policies
* Ensure strong cash management is in place across region including partners
1. **Management Accounting**
* To co-ordinate and oversee the budgeting, forecasting and mid-year financial review processes in the region. Liaising with EME Finance Managers and contract managers to ensure that procedures are understood and timetables communicated for the region.
* To support EME Programme and Finance staff in the production of project budgets and proposals, advising on assumptions, risks and opportunities contained within the budgets.
* To review and authorise the financial aspects of all funding proposals.
* To control and monitor EME donor budgets through developing and keeping up to date EME MANAC and Monitoring Reports
* To ensure that thorough and effective budgetary control is undertaken highlighting key variances to the EME Finance Managers, reasons for these, and any remedial action that is required.
* To identify the financial and administrative information needs of the offices in EME to support the set up of systems to ensure that these needs are met.
* To advise the EME Regional Representative on all aspects of strategic financial management for EME, maintaining an overview of key financial issues including the financial viability of the offices and their work.
* To keep close work contacts with EME Finance Managers and provide assistance in preparation of interim and final donor reports; monthly donor monitoring reports.
* To develop EME annual budget in close cooperation with relevant London Secretariat team
1. **Financial Management**
* Ensure country offices understand and are well prepared to meet local financial reporting requirements
* Ensure strong financial controls are in place across the Region
* During field visits assess the adequacy of services provided by finance staff to sub-office, field based staff, and partners and follow-up on financial, grant/contract management, internal controls and other program support needs identified.
* Liaise and communicate with London finance team to ensure good flow of information, including raising awareness on areas of risk or concern
* Participate in and, when necessary lead on, both internal and external audits ensuring that recommendations are reviewed and actioned in a timely manner
* To set-up and maintain a filing and retrieval system for financial and administrative transactions in compliance with HelpAge and donor requirements
* Ensure compliance with EME statutory and other financial obligations such as tax, levies and statutory returns
* To oversee the year-end procedure, ensuring that all financial returns are completed accurately and to the required timescale
1. **Training, Support & Advice**
* To provide constant support and necessary training to new staff enabling them to work independently
* To identify and assist in meeting financial training needs of local staff and partners
* To work with partners, helping set up accounting systems and procedures that meet HelpAge and donor standards.
* To monitor partner finance systems and reporting, highlighting any concerns and agree required management actions with relevant staff of partners and HelpAge.
* Support CPCs and Regional Representative in recruitment and line management of finance staff
1. **Human Resource, Logistic & IT**
* To ensure all HelpAge offices in the region have adequate IT provision and are compliant with all HelpAge IT policies
* To oversee developing administration and human resource functions, develop and implement systems and procedures relating to human resources, office management, material and services management including maintenance of the office equipment, liaising with contractors and furniture.
* To oversee, develop and implement systems and procedures relating to logistic operations, for examples: procurement, storage and distribution with supplier database; rigorous assets and materials controls compliant with donor and HelpAge requirements; scheduling of all transport, flights and the control and monitoring of vehicle and fuel usage;
* To ensure security procedures, material, and equipment are in place; to keep abreast of security developments by attending relevant cluster and/or working group meetings.
1. **Other**
* To work closely with other members of the Management Team in taking overall responsibility for the activities and performance of EME
* To ensure budget holders receive appropriate financial training and information to allow them to effectively manage their budgets
* To ensure that appropriate procurement policies and procedures are followed and an asset register for the EME is maintained, and all assets are adequately insured against risks in accordance with HelpAge Finance Manual.
* Assist EME offices to maintain effective administrative procedures and systems in the offices, ensuring compliance with HelpAge requirements.
* Perform other financial, administrative and organisational tasks assigned by the EME Regional Representative.

**Extent of Authority**

* The post holder is expected to operate within all HelpAge International policies and procedures.
* Contribute as a member of the EME senior management team for the development of HelpAge in the EME region.
* To represent the financial views and needs of the EME office when liaising with Secretariat staff.

**Person Specification:**

**Essential**:

* A Bachelor’s degree in Finance and a professional accounting qualification
* Member of a recognised professional financial body
* Significant experience of a wide range of donors, preferably including USAID and EC
* Good working knowledge of SUN accounting system or equivalent
* Ability to work independently and make rational strategic and routine decisions

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| * Substantial experience of development, implementation and monitoring of finance systems and procedures.
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| * Experience of providing finance and systems training
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* Strong interpersonal and communication skills
* Excellent planning and organisation skills
* Performance management skills including mentoring and capacity building
* Excellent command of English both written and oral
* Willingness to travel at short notice
* A high degree of computer literacy
* Knowledge of IT & logistics systems

**Desirable:**

* Experience of managing finance in a rapid onset emergency response

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| * Understanding of international development work
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| * Experience of working in a multi disciplinary team
* Excellent command of written & spoken Russian
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