

## Job Description

<b>Job Title:</b>	Regional Finance and Support Services Officer ( <b>Colombian Nationals or People with work permission</b> )
<b>Gross Salary</b>	<b>COP \$2.500.000</b>
<b>Department:</b>	Latin America (LAC)
<b>Location:</b>	Bogota, Colombia
<b>Responsible To:</b>	Regional Secretariat Coordinator
<b>Responsible for:</b>	Admin and finance in the regional office
<b>Key Relationships:</b>	Regional Coordinator, Regional Secretariat staff, Sub-regional Focal Points (3) Network members and partners London Secretariat: International Accountant, Programme Support Officer, Resource development team, and supporting members.
<b>Contract:</b>	Fixed term employment Contract for one year with possibility of extension ( <b>part time</b> )

### 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.

At the core of this network are the civil society members, a group of civil society organisations working with older people around the world. These organisations share a vision of a world in which all older people are valued, and lead dignified, 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, policy makers, the private sector, and academic institutions.

HelpAge International is changing its mode of working in the Latin America and Caribbean region. The historical mix of operational programmes and advocacy conducted by and with network partners ended with the closure of existing country programmes in Jamaica, Bolivia, Haiti and Colombia during 2016 and 2017.

As of May 2017, there has been a Regional Secretariat with the following functions:

- Regional network development, including new alliances and partnerships.
- Support to campaigning and advocacy, including coordination across sub-regions.
- Information and communication support within the region.
- Outward communication beyond the region to the rest of the HelpAge network
- Knowledge management; monitoring, evaluation and learning.
- Resource development for network activities.
- Facilitation of technical support in thematic areas of work

There are two sub-regions focal points for Central America and the Caribbean and the Southern Cone (Including Brazil), and there will be also a sub-regional focal point for the Andean region. In each sub-regional point will have a network coordinator embedded in a partner and paid 50% by HelpAge.

### **Job Purpose:**

To be responsible for the finance functions in the region including all aspects of financial and management accounting, 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 Secretariat.
- Provide high level support and advice to Secretariat Coordinator and subregional local points.
- To focus on areas of risk including gaps in financial performance & funding and coordinate with UK finance on global financial matters.
- To ensure donor and internal financial compliance and checks and balances

### **Responsibilities:**

#### **1. Regional Financial Strategy**

- Lead Secretariat Coordinator in delivering financial aspects of regional strategy
- Engage actively with the International Regional Finance Team
- Support Secretariat Coordinator and the Sub regional Focal Points Regional in risk management

#### **2. Financial Planning & Budgeting**

- Co-ordinate annual budgeting process, carry out country level reviews and maintain oversight of funding requirements
- Provide support to the Secretariat, Sub regional Focal Points and the Development Resource Management in project budget development and financial monitoring

#### **3. Support to International Offices**

- Work with finance staff to ensure the regional Secretariat work to agreed standards of financial management according with the Colombian Law,

- highlighting areas of concern and making recommendations and developing plans for how these needs can be met.
- Develop risk based process for review of donor budgets and reports
- 4. 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
- 5. Cash and bank management**
- Manage the banking arrangements in the Region ensuring compliance with HelpAge International policies
  - Ensure strong cash management is in place
  - Maintain and reconcile bank accounts and cashbooks and upload to organisational system on a monthly basis
  - Make payments to suppliers as required
- 6. Management Accounting**
- To complete the budgeting, forecasting and mid-year financial review processes in the region.
  - To ensure that thorough and effective budgetary control is undertaken by generating system reports monthly and highlighting key variances to the Secretariat and any corrective action that is required.
  - To advise the Regional Secretariat on all aspects of strategic financial management maintaining an overview of key financial issues.
  - To develop the regional annual budget in close cooperation with relevant London Secretariat team
- 7. Financial Management**
- Ensure they understand and are well prepared to meet local financial reporting requirements
  - Ensure strong financial controls are in place across the Region
  - 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 Colombia statutory and other financial obligations such as levies and statutory returns, and carrying out the accurate recording of and payment of Country taxes.
  - To oversee the year-end procedure, ensuring that all financial returns are completed accurately and to the required timescale
- 8. Human Resource, Logistic & Administrative duties**
- To ensure the HelpAge office have adequate IT provision and are compliant with all HelpAge IT policies

- To provide support to the Secretariat Coordinator in human resource functions like drafting contracts which comply to local law
- Draft and issue monthly payroll for the office
- Oversee office management, including maintenance of the office equipment and consumables.
- To oversee, develop and implement systems and procedures relating to logistic operations, including scheduling of all transport such as flights.

## 9. Other

- To ensure that appropriate procurement policies and procedures are followed and an asset register for the Secretariat is maintained, and all assets are adequately insured against risks in accordance with HelpAge Finance Manual.
- Assist Secretariat to maintain effective administrative procedures and systems in the office, ensuring compliance with HelpAge requirements.
- Perform other financial, administrative and organisational tasks assigned by the Secretariat.

### Extent of Authority

- The post holder is expected to operate within all HelpAge International policies and procedures.
- To represent the financial views and needs of the Secretariat office when liaising with London staff.

### Person Specification:

#### Essential:

- A Bachelor's degree in Finance and a professional accounting qualification
- Significant experience with a reputed international NGO
- Significant experience of a wide range of donors, preferably including USAID, DFID and EC
- Good working knowledge of SUN accounting system or equivalent
- Ability to work independently and make rational strategic and routine decisions
  - Substantial experience of development, implementation and monitoring of finance systems and procedures.
- Strong interpersonal and communication skills
- Excellent planning and organisation skills
- Willingness to travel at short notice in an urgent situation
- A high degree of computer literacy
- Understanding of written & spoken English

#### Desirable:

- Understanding of international development work
- Experience of working in a multi disciplinary team