

## **JOB DESCRIPTION**

<b>Job title:</b>	Assistant Director of Finance
<b>Directorate:</b>	Finance
<b>Reporting to:</b>	Director of Finance
<b>Responsible for:</b>	N/A
<b>Key relationships:</b>	Secretary General/CEO, Director of Finance and other Secretariat Staff
<b>Term:</b>	Permanent
<b>Salary:</b>	Band 2

### **Commonwealth Parliamentary Association (CPA): Statement of Purpose**

The CPA exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth.

The CPA collaborates with Parliaments and other organisations, including the intergovernmental community, to achieve its Statement of Purpose.

Commonwealth Heads of Government have recognised the Parliaments and Legislatures of the Commonwealth as essential elements in the exercise of democratic governance, and have endorsed the efforts of the Association as the parliamentary partner of the Commonwealth's governmental and non-governmental sectors.

CPA Strategic Objectives (SO) and activities focus on the Commonwealth's commitment to its fundamental political values, including: just and honest government, the alleviation of poverty, fundamental human rights, international peace and order, global economic development, the rule of law, equal rights and representation for all citizens of both genders, the separation of powers among the three branches of government and the right to participate in free and democratic political processes.

The CPA is a registered charity under the laws of the United Kingdom and has 175 Parliaments and Legislatures throughout the Commonwealth. Each Branch is autonomous, raises its own finance and pays a subscription to the CPA, the subscription being determined by the Annual Meeting of the General Assembly.

The financial year of the Association is based on the calendar year. The Association has three funds (the CPA Main Fund, CPA Working Capital Fund and CPA Conference Assistance Fund). The Main Fund has an annual turnover of approximately £2.6m and the two Trust Funds have combined investments value of just over £5m.

**Job Purpose:**

The Assistant Director of Finance will contribute to the overall success of the organisation by effectively supporting the implementation of all financial policies and activities for the Association.

As a member of the Finance Directorate the post holder will assist the Director of Finance on financial reporting, management and growth issues as required.

The individual in this position must be able to adapt to a continually evolving environment; demonstrating both the autonomy and collaboration skills needed to advance the organisation's purpose and the leadership to inspire confidence of all internal and external stakeholders.

**Primary Duties and Responsibilities:**

The Assistant Director of Finance performs a wide range of duties including all of the following:

- Assist the Director of Finance in the review of divisional performance against the annual budget. (SO 1, 2, 3, 5, 8)
- Advise the Director of Finance on issues, trends, and changes in the financial operating performance and operational delivery. (SO 1, 2, 3, 5, 8)
- Assist in implementing yearly objectives and measurable metrics.(SO 5, 8)
- Support the long-term budgetary planning and costs management in alignment with CPA's strategic/business plan, especially to improve the organisational development of the Association and to increase its effectiveness and efficiency. (SO 5, 8)
- Assist the Director of Finance to develop a consultancy and advisory services for developing Parliaments and members. (SO 5, 8)
- Assist the Director of Finance to ensure the Association's directorates are working to the approved budgets for services, programmes development and delivery through collaborative working practices. (SO 1, 2, 8)
- Work collaboratively across the Secretariat directorates in ensuring a joined up approach to CPA services. (S O8)

***Management accounting activities (30% of role)***

- Assist with the review of guidelines and collation of information for budget and forecast preparation.
- Produce timely and accurate monthly period-end journals (PEJs) and schedules as required.
- Maintain financial records for each project or service in a manner that facilitates management reports.
- Support the need for maintaining compliance with internal financial and accounting policies and procedures.

- Provide accurate and timely reporting on the financial activity of individual projects or services.

### ***Financial accounting and reporting (45% of role)***

- Code and post supplier and sales invoices to the accounting system.
- Prepare timely monthly bank and nominal reconciliation statements.
- Assist with the review and maintenance of the integrity of the computerized accounting system.
- Assist with the maintenance of accurate financial records that are appropriate for the users.
- Support the Finance Director in ensuring all statutory requirements of the organisation are met.
- Assist the Director of Finance in the preparation of information for the annual audit.
- Assist with the documentation and maintenance of complete and accurate supporting information for all financial transactions.
- Maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Ensure that employees' payroll and financial information is secure and stored in compliance with current legislation
- Support the Director of Finance with making contacts with the Treasurer, Trustees of the Trust Funds, Finance Committee and other Subcommittees as appropriate.

### ***Debtor's management (10% of role)***

- Generate membership fee invoices and send out to members (via post, emails, faxes, etc) at the specified time of year.
- Send out payment reminders (emails, letters, faxes, etc) to members and follow up with telephone calls as appropriate.

### ***Payroll preparation and administration (5% of role)***

- Ensure that employees are paid in a timely and accurate manner via the payroll function.
- Lead on the processing and submission of statutory returns on time and issue annual P60s and other relevant documents.

### ***Administrative support (5% of role)***

- Take minutes of meetings as required.
- Circulate papers for Executive Committee and Trustees' meetings as required.

### ***Information technology (5% of role)***

- Maintain the fixed assets register for the Secretariat, including renewal and disposal dates, and reporting on a quarterly basis
- Produce a schedule of the Secretariat's annual IT procurement needs.
- Order IT equipment as advised by the Director of Finance.
- Assist with the evaluation of the need for new technology to meet the organisation's financial data processing, control, and reporting requirements.

The post holder will also be expected to assist with and complete ad hoc tasks, commensurate with the post, as advised by the Secretary General and/or Director of Finance.

**Person Specification** E = Essential D= Desirable**Experience**

E	Considerable financial accounting experience within charity or non-profit sector.	Application/Interview
E	Maintaining financial policies	Application/Interview
E	Assisting with the preparation of accounts to meet users' needs	Application/Interview
E	Working with people from different geographical regions, backgrounds and cultures	Application/Interview
D	Assisting with the review and implementation of accounting systems to meet organizational needs	Application/Interview
D	Working in membership-based organisations that focus upon advancing principles of good governance	Application/Interview
D	Working in a politically sensitive environment.	Application/Interview

**Skills and abilities**

E	Self-motivated, flexible, organised, with an eye for detail	Application/Interview
E	Ability to maintain strong working relationships with stakeholders at different levels.	Application/Interview
E	Self starter with capacity to work on own initiative	Application/Interview
E	Ability to work as part of a team	Application/Interview
E	Excellent written and oral communication skills	Application/Interview
E	Ability to work to tight deadlines and under pressure	Application/Interview
E	Good working knowledge of Microsoft Excel, Word and PowerPoint	Application/Interview
D	Willingness and ability to travel for up to 3 weeks a year (separate trips). During periods spent abroad, the post-holder may be expected to work unsocial hours from time to time	Application/Interview
D	Ability to identify and work with organisational practice and techniques.	Application/Interview

**Education and Qualifications**

E	Member of the Association of Accounting Technicians (AAT) or qualified by experience	Application/Interview
D	Degree level education	Application/Interview

## Behavioural Competencies

The post holder, and all other Secretariat staff, are required to demonstrate and evidence competency in the following:

**1. Self-Motivation:** The level of timeliness and accuracy in carrying out their role. Their personal energy, enthusiasm and willingness to learn, as well as exceed expectations in their role.

**2. Organise:** The ability to review own workload, set priorities, develop a work schedule, monitor progress towards set goals, and bring any anticipated difficulties to your Supervisor's attention at the earliest opportunity.

**3. Drive for results:** The level of responsibility and accountability demonstrated by the individual in meeting or exceeding objectives, seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that affect output, whatever the organisational level of the role.

**4. Decision making:** Assessing situations and determining the importance, urgency, risks and the timeliness of actions. There is a balance of consultation with action. Will communicate, follow through and be accountable for outcomes. Will always have the interests of the Association at the core of their decision making and support decisions of senior staff.

**5. Teamwork:** An ability and willingness to work co-operatively with others. Will recognise the value of sharing ideas, knowledge and information with others and take personal responsibility for doing so. Works for a win-win outcome when resolving differences.

**6. Behave ethically:** An understanding of ethical behaviour and business practices. Ensuring own behaviour is consistent with the standards set out in the Staff Handbook and aligned with the principles of the CPA constitution.

**7. Influencing:** Ability in selecting the appropriate approach for any situation in order to influence and motivate others to achieve results.

### **8. Building and managing relationships:**

- a) Work effectively with people from all backgrounds, with dignity and respect;
- b) Establish and develop productive, positive working relationships with others, both internally and externally;
- c) Be sensitive to cultural differences and respond appropriately;
- d) Show respect and understanding of diverse points of view and demonstrate understanding in daily work; and
- e) Examine own biases and behaviours to avoid stereotypical responses.

**9. Lead:** Show good listening skills, presenting own view in a constructive manner, whilst acknowledging different perspectives, feelings and concerns. Demonstrating decisive, inclusive and motivational skills when working with others.

**10. Flexibility:** Competence is evidenced by a willingness to undertake any other duties as necessary.