

Finance Director Job Description

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|-------------------------|---|-------------------------|--|----------------------|---|
| Job title | Finance Director | Department/office | Malawi | | |
| Job Code | TfaCMWFD | | | | |
| Job type | Full time | Pay band | International scale | | |
| Line manager | TfaC Country Director (CD) | Post-related allowances | As per contract. Accommodation in Lilongwe is provided | | |
| Job aims | <div>1. To develop and maintain finance and accounting systems which support the effective implementation of programmes</div> <div>2. To ensure that internal control systems meet international audit standards and donor standards</div> <div>3. To ensure legal compliance for working in Malawi</div> | | | | |
| Number of staff managed | 5 | As line manager | 4 | As counter signatory | 1 |
| Finances managed | Currently, £750,000 per year | | | | |

1. Planning

Key Deliverables: A comprehensive set of organisation-wide budget documents, (including accurately phased annual plans, longer term projections, cash-flow forecasts and programme specific budgets) which are developed collaboratively with the CD, TfaC UK Finance Director, members of the management team and programme staff.

- To develop systems and/or advise on packages which support effective budget planning;
- To lead the process for developing budgets and financial plans;
- To be responsible for identifying funding gaps and changes required at an organisational and programme level;
- Foster budget planning, monitoring and evaluation among programme managers; providing training and support where needed;
- Provide the information required for effective planning to all managers as necessary.

2. Monitoring and Reporting

Key Deliverable: Provision of accurate, timely and informative management reports (including reports related to individual donors) based on senior management, donor and programme manager requirements

- Ensure compliance by all staff with the Finance Policy and procedures by carrying out regular training with staff, spot checks and, with the finance team, close scrutiny of all financial processes, particularly the management of Advances, and timeliness of reconciliations;
- Reporting to the CD and UK Finance Director any incidents of fraud or non compliance by any member of staff, and ensuring that the correct disciplinary procedure is carried out as per the Finance Policy and Conditions of Service;
- Advise and support the CD and programme managers on using financial management reports to make decisions on an on-going basis;
- Provide the agreed reports in a timely manner;

- Monitor cashflow, income and expenditure and bank accounts;
- Monitor and report on donor compliance;
- Identify and control specific areas of financial risk e.g. transport;
- Review and implement monthly and annual systems of control by the CD or other senior manager.

3. Financial Systems

Key Deliverable: TfaC Malawi has and implements financial and accounting systems which support the effective implementation of programmes and which meet donor and international standards. Timely making of payments, requests for funds from donors, and reconciliation.

- Ensure finance and accounting systems are fit for purpose;
- Ensure the Finance and Administration (F&A) Assist internal audit system is functioning well, in liaison with the CD and UK Finance Director;
- Ensure that internal controls are implemented in order to minimise financial risk to the organisation;
- Review, revise and maintain and maintain standing operating procedures in order to ensure timely payments and income;
- Ensure that financial and resource records, including asset registers, are maintained to a high standard;
- Be responsible for audit preparation and supervision.

4. Donor Liaison

Key Deliverable: Realistic project proposal budgets, accurate donor financial reports, effective contract negotiation and good relations with donors ensures that TfaC is able to comply with multiple donor requirements.

- Alert the Country Director and Executive Director to funding opportunities inside and outside of Malawi;
- Prepare realistic budgets to support project proposals or other fundraising activities based on a standard chart of accounts;
- Ensure that submitted proposals and budgets do not result in double funding nor in creation of funding gaps;
- Prepare donor financial reports in time to ensure that narrative and financial reports are in line;
- Be the key point of contact with local donors for financial matters;
- Support the CD on negotiation of donor contracts and advise the CD and other senior members of staff on compliance with contracts;
- With the CD pro-actively develop links with donors in-country.

5. TfaC Partnership and international compliance

Key deliverable: TfaC Malawi financial and HR procedures are compliant with TfaC Partnership requirements and contribute to organisational development

- Keep up to date with TfaC Partnership financial developments by liaising with TfaC UK Finance Director;
- Ensure TfaC Partnership policies, products and services are understood and where appropriate correctly conveyed to staff, customers and suppliers;
- Where appropriate, provide financial advice to the wider organisation and Partnership members, including the provision of financial training;

6 Senior Management

Key Deliverable: Demonstrable contributions to the overall management of TfaC Malawi

- Actively contribute to the senior management of TfaC Malawi through participation in Management team meetings and elsewhere;
- Contribute to senior management decisions regarding the organisational strategy and direction of Theatre for a Change;
- Contribute to senior management decisions regarding the recruitment, retention and promotion of Theatre for a Change staff;
- Contribute to senior management decisions regarding Theatre for a Change's financial management, fundraising, programme development, advocacy, procurement and risk management;
- If necessary, take on the role of acting Country Director in the absence of the Country Director

PERSON SPECIFICATION

| JOB SPECIFIC REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| EDUCATION: | | |
| Graduate – degree in Accountancy, Finance, Business or similar fields | | √ |
| Post graduate degree in a field relevant to International Development | | √ |
| Qualified accountant and member of Accountancy body and demonstrate CPD | √ | |
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| EXPERIENCE: | | |
| Minimum 3 years Senior Management experience | √ | |
| Proven experience of managing staff and supervising a finance team | √ | |
| Proven experience of strategic financial planning, financial accounting, financial management, management accounts, budgetary control and procurement | √ | |
| Experience of Corporate Governance, implementing internal controls and financial procedures | √ | |
| Experience of preparing accounts, annual reports, managing year end accounts process and liaising with auditors | √ | |
| Experience of preparing reports and developing financial reporting for Board and/or Donor agencies | √ | |
| Experience of working either in NGO's or charities or international development organisations | √ | |
| Experience of working with Donor agencies | | √ |
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| SKILLS: | | |
| Proven leadership and management of staff | √ | |
| Excellent communication skills – written and oral | √ | |
| Quickbooks | √ | |
| Team player | √ | |
| Building relationships | √ | |
| Delivering to tight deadlines | √ | |
| Influencing & negotiation skills including contract negotiations | √ | |
| Problem solving | √ | |
| High analytical skills | √ | |
| Strategic planning | √ | |
| Project management | | √ |
| Excellent presentational skills | | √ |