

<b>JOB DESCRIPTION</b> <b>Position:</b> Finance Officer	<b>Date:</b> November 2018	<b>BG Level: 8</b>
<b>Business Title:</b> [Country name] Finance Officer	<b>Department:</b> Finance	<b>BG Job: 208</b>
<b>Reports to:</b> Solid line – Regional Office Finance Manager		<b>Reports from:</b> Country Office Finance staff

## 1. Core Purpose

*Fulfills the role of Finance Officer in a Regional Office:*

Responsible and accountable for various finance matters in the Regional and Country Offices. Ensures strong financial discipline is supported in Country Offices finances, implements control and compliance checks to ensure donor funds are utilised for in line with CBM and donor agreements. Works closely with the CBM Regional Finance Manager to ensure all CBM financial requirements are met.

## 2. Pre-Requisites

*Education, Knowledge & Professional Experience*

- a. Degree or Diploma in Finance, Accounting, Internal Audit; professional
- b. Qualification in Accounting an advantage (e.g. ACCA, CIMA, CIA, SAIPA).
- c. A minimum of 1-year of experience in a similar position ensuring effective financial systems and controls, including institutional grant management, particularly with an international development organization.
- d. An effective team player who is able to work diplomatically and with sensitivity with individuals from a variety of cultures, professions and personal backgrounds.
- e. Advantage of lived experience with disability.
- f. Ability to prioritise work and meet deadlines.
- g. Thoroughness and business acumen.
- h. Attention to effective written and verbal communication.
- i. Ability to perform all tasks in a confidential manner.
- j. Willingness to commit and adhere to CBM's values and Child Safeguarding Policy.

## *Languages*

English (professional proficiency)

Local/regional language (professional proficiency advantageous)

## *Tools*

Skills with MS Office, particularly Excel, Outlook and Word

Familiar with accounting packages such as Pastel, Quickbooks, etc.

Knowledge in MS Navision and MS SharePoint solutions advantageous

## *Core Competencies*

- Establishing focus
- Managing performance
- Interpersonal effectiveness
- Building collaborative relationships
- Analytical thinking
- Technical expertise
- Result orientation
- Thoroughness

### **3. Overall Mission**

The position promotes and controls adherence to CBM financial standards and procedures by the Regional Office, Country Offices and Partners and builds capacity where needed. The job holder implements effective and efficient functioning of CBM's finance operations where necessary, such as the Regional and Country Offices.

### **4. Main Responsibilities**

#### *Financial management support to programmes*

- a) To support the Country Offices in successfully setting up and maintaining strong control processes and to oversee/ supervise that financial resources are used in compliance with CBM financial policies, standards and procedures, and with specific donor requirements and contracts to the highest standard and to provide training/coaching, where necessary.
- b) Working closely with the programmes team, monitor progress of CBM partner project implementation according to planned activities and budget, with a particular focus on financial aspects.
- c) Perform periodic audits or spot-checks of the Country Offices and partner financial management and control systems.
- d) To support Country Offices to achieve timeous delivery of complete and quality finance reports, including partner/project finance reports, in line

with CBM's requirements, including annual financial statements. To provide supervision and quality assurance of reports received from Country Offices, and assistance to problem solving and to provide feedback.

- e) Maintain and monitor a database of the overall project reporting records and correspond with the Regional Finance Team through the various mediums i.e. Shared MS Excel and NAV Monitoring.
- f) Give immediate notification of (critical) finance issues, and engage actively in the resolution of these issues.
- g) Perform the Cash and Fund Balance report for the Regional Office.
- h) Perform the Quarterly PPR for the Regional Office and populate the accounting records imported on a monthly basis.
- i) To review the monthly travel claims generated by travellers and support the reconciliation of credit card accounts; correspond with the Regional Finance Manager on outstanding travel claims and any form of irregularities.

#### *Audit and other*

- a) Assist with audit requests made by CBMs Regional Office auditors and the auditors for the Country Offices and Partners
- b) To provide assistance with the preparation and support of the annual audit of Regional Office accounts and prepare, manage and implement follow-up plans based on given recommendations.
- c) Assist with funder requests relating to the Country Offices and Partners
- d) Assist with management's requests relating to Country Offices and Partners
- e) Identify high risk Partners that may require an internal audit or site visit
- f) Conduct internal audits or site visits on Partners that were identified and compile a Project Monitoring report

#### *Budgeting and planning*

- a) Support the Country Offices with the coordination of all aspects of the annual and multi-year budget process with partners, in line with CBM's budget guidelines.
- b) Support the conduct of the financial and legal compliance part of partner assessments and flag potential high risk entities and partners that might require capacity building.
- c) Participate in the development of the budget component of all proposals with the Programme Team, ensuring all costs are accounted for and maximum costs are recovered;
- d) Support the preparation and management of all aspects of the annual Country Office budget.

#### *Regional Office finance management and controls*

- a) To provide assistance with the management of the finances of the Regional Office in line with CBM standards, local regulations, and applicable donor regulations.

- b) To review that the Regional Office payroll, and to ensure tax calculations, social security and other statutory contribution are made in line with relevant CBM internal and national regulations.
- c) To maintain internal accounting system and records, and ensure reliability and integrity of financial management information systems, documentation and reports.
- d) To maintain the petty cash control of the Regional Office and ensure timeous recordkeeping, monitoring and reconciliations are performed.
- e) Ensure that internal control procedures and donor regulations are adhered to for all cash and bank disbursements, receipts, transfers and include appropriate backup of supporting documentation.
- f) Monitor costs versus budget, bank balances, cash balances and asset purchases.
- g) Ensure that any purchase, lease or sale of assets is done in accordance with procurement guidelines and receives the required approvals.
- h) Control and maintain a CBM Regional Office asset register and inventory, in line with CBM or donor requirements, as applicable. To further support the Country Office with the maintenance of their asset register and inventory.
- i) Manage the preparation, circulation, filing and archiving of all accounting, financial and contractual documents in conformity with CBM procedures.
- j) To provide assistance to
  - Ensure compliance with the local Regional financial regulatory requirements including statutory accounts, audit, tax filing, social security contributions, etc.
- k) To provide support where necessary to manage banking relationships (e.g. opening and closing of bank accounts).

### *Reporting*

- a) Submit timely and complete reports to the Regional Finance Manager for discussion with Regional Hub Director and International Office as per agreed timetable and in line with established reporting requirements.
- b) Provide regular budget monitoring reports (budget vs. actual expenditures) and other financial reports to budget holders/stakeholders as required for periodical analysis and provide recommendations for budget realignments as required.
- c) Regularly and pro-actively inform/update the Regional Finance Manager on arising financial issues with a potential impact that should be discussed with the Regional Office management.
- d) Ensure compliance with local-Regional statutory accounting and reporting requirements.

### *Additional Responsibilities*

- a) Participate and actively contribute to learning platforms in the region and at the international level within CBM upon request, and make recommendations for enhancements to relevant policies and procedures to create operational efficiencies.
- b) Be available as a potential member of CBM internal Teams of Competence regarding finance/accounting matters.
- c) Other duties and responsibilities as may be assigned by the Regional Hub Director.
- d) Carry out the role-specific responsibility to safeguard children and adults at risk (as guided by CBM's relevant policies)
- e) Prompt resolution of audit and critical issues

### *Travelling*

- a) Extensive travelling to local provinces and neighbouring countries, such as Madagascar, Malawi, Zambia and Zimbabwe, up to 12 weeks per year

## **5. Performance Criteria**

- a) Financial reports are delivered on time, including year-end financial report from partners, quarterly financial PPRs and Country and Regional Office audited accounts.
- b) Cash balances at the Regional and Country Offices are managed effectively and kept within the defined target cash balance.
- c) Regional Office costs are managed effectively, being maintained within budget limits and within set operational cost ratios.
- d) To provide support that the financial standards are complied with by partners at the Country and Regional Office; any audit or critical issues are resolved expeditiously.