

act:onaid Job Description and Person Specification

Job Title:	HEAD OF FINANCE		HoF
Directorate:	Operations	Job Family:	Finance Management
Reports to:	Operations Director	Grade:	Grade 2
Location:	Head office with regular travels to the field and internationally as required		
Direct Reports:	Manager, Finance Compliance (Internal and External)		
Role Overview			
<p>Being a member of Strategic Executive Team (SET), providing leadership to ensure AAV's tight financial control and delivery of AAV's financial strategy, in alignment with its overall vision and strategy. Making contribution to strategic decision-making process particularly in relation to finance management to secure integrity of financial information.</p> <p>The Head of Finance (HoF) will have overall management to secure the quality and compliance of financial management both internal and external as well as proper utilization of financial resources following AAV's policies and procedures.</p> <p>This role has rights to reject payments that do not follow AAV's financial policies, to assign tasks to finance staff, detects and alerts CLT on financial management issues well in advance.</p>			
Role Accountabilities			
Key Accountabilities/ Responsibilities:	Activities		
[1] Compliance	<ol style="list-style-type: none"> 1. Contribute to development process of AAI policies 2. Participate in AAV's Strategic Executive Team (SET) to provide critical inputs and comments for the formulation and update of AAV's strategy, policies, and procedures. 3. Develop, review and update AAV's finance management policies and guidelines, and ensure these policies are fully complied with. 4. Develop, maintain and manage accounting and finance system. 5. Contribute to overall management of all AAV's programme/ project and ensure donor/AAV's policies are fully complied with 6. Timely and accurately manage all financial and accounting reports. 7. Lead all audit processes and ensure auditor's recommendation is strictly followed. 8. Ensure all procurement processes in line with regulations and procedures. 		
[2] Analysis	<ol style="list-style-type: none"> 9. Provide regular financial sustainability analysis and propose recommendations if needed. 10. Conduct regular analysis to alert SET/CLT any potential financial issues. 11. Conduct financial analysis of new initiative/plan. 12. Ensure all budget holders are provided regular data update and proper analysis. 13. Review financial health of partners and provide analysis and recommendation. 14. Provide monthly assessment and recommendation of projects financial status. 		

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	15. Provide finance perspective in setting up financial system in new LRPs or revise those in existing ones.
[3] Development	<p>16. All members of Finance team are motivated and equipped with necessary skills to ensure smooth operation.</p> <p>17. Identify development potential of staff and create space for improvement.</p> <p>18. Equip non-finance staff and partners with proper financial knowledge and ensure their understanding and compliance with AAV/donor's policies.</p> <p>19. Participate in international programme/ projects/ new proposal/ initiatives.</p> <p>20. Provide guidances to related financial issues of P&B process.</p> <p>21. Ensure performance of finance team in P&B process.</p> <p>22. Ensure prompt consolidation and submission of P&B data.</p>
[4] Corporate Responsibility	<p>23. Member of Strategic Executive Team.</p> <p>24. The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</p> <p>25. Financial support to AFV is ensured for the implementation of joint works between AAV and AFV.</p> <p>26. Supports the nationalization of ActionAid Vietnam.</p> <p>27. Other tasks as assigned by line manager are well performed.</p>
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
<ul style="list-style-type: none"> CLT members, SET members, all AAV staff 	<ul style="list-style-type: none"> AAV's partners, auditors
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> Master's degree in finance and accounting or relevant field
Experience	<ul style="list-style-type: none"> Minimum 5 years of experience working in the similar position or relevant fields. System and Grant management experience is preferable.
Essential knowledge and skills	<ul style="list-style-type: none"> Proven management and leadership skills International accounting, particularly charity accounting Financial reports and Financial monitoring skills Expertise on Proposal writing and Grant management Understanding poverty and community development Advanced level of English and Vietnamese
Others	<p>Adherence to: Human Rights Based Approach Poverty and injustice eradication Gender equality</p>

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

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It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility

Prepared by
HR Department

Signature

Date:

Reviewed by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: