

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	<b>MANAGER, FINANCE COMPLIANCE (INTERNAL)</b>		MFC (I)
<b>Directorate:</b>	Operations	<b>Job Family:</b>	Finance Management
<b>Reports to:</b>	Head of Finance	<b>Grade:</b>	Grade 3
<b>Location:</b>	Head Office with regular travels to the field and internationally as required		
<b>Direct Reports:</b>	Finance Business Partner		
<b>Role Overview</b>			
<p>Being a member of relevant technical working group(s), the Manager, Finance Compliance (Internal) provides supports for the other departments/staff to ensure the job is well performed and has the right to provide technical advices/supports to all the activities of the programme objectives in charge in line with the guide line from HRBA framework; manages the project and project's staff as required.</p> <p>He/she also provides technical support to ensure the quality and compliance of financial management at assigned AAV's Programme and Projects as well as all financial resources are being well managed and properly used in line with the policies and procedures of AAV.</p> <p>He/she has right to reject payments/ expenditure that do not follow AAV's financial policies and approved budget of project/programme.</p>			
<b>Role Accountabilities</b>			
<b>Key Accountabilities/ Responsibilities:</b>	<b>Activities</b>		
<b>[1] Compliance</b>	<ol style="list-style-type: none"> <li>1. Utilize internal control system and tools to ensure all internal policy and donor's requirement is complied</li> <li>2. Support Head of Finance in reviewing, updating and developing internal Finance and Accounting-related policies</li> <li>3. Support Head of Finance in preparing financial reports</li> <li>4. Ensure procurement process at National level is well-managed</li> <li>5. Manage finance and accounting-related system at National level</li> <li>6. Manage payment process and payroll</li> <li>7. Develop all financial reports at National level</li> <li>8. Manage tax returns and other reports to local authorities</li> <li>9. Manage Probal report and other reports as requirements of AAI</li> <li>10. Manage cashflow/remittance, and FAR to ensure sufficient funds for AAV and Partners</li> <li>11. Manage bank, cash and debtors, creditors accounts</li> <li>12. Support internal and external audits</li> </ol>		
<b>[2] Analysis</b>	<ol style="list-style-type: none"> <li>13. Ensure all budget holders in charge are provided regular data update and proper analysis.</li> <li>14. Develop Financial Sustainability report on quarterly basis.</li> </ol>		
<b>[3] Development</b>	<ol style="list-style-type: none"> <li>15. Lead Finance Compliance (Internal) team</li> <li>16. Participate in Project Proposal, Budget &amp; Plan process</li> <li>17. Check and train/guide staffs and partners in finance management</li> <li>18. New policies and regulations of local Government are well updated</li> </ol>		

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<b>[4] Corporate Responsibility</b>	<p>19. The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</p> <p>20. Financial support to AFV is ensured for the implementation of joint works between AAV and AFV.</p> <p>21. Other tasks as assigned by line manager are well performed.</p>
<b>Key Relationships to reach solutions</b>	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
<ul style="list-style-type: none"> <li>• CLT members, SET members, all AAV staff</li> </ul>	<ul style="list-style-type: none"> <li>• AAV's partners, auditors</li> </ul>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Bachelor degree in finance and accounting or relevant field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience working in the similar position or relevant fields.</li> <li>• NGO/Project working experience is preferable</li> </ul>
<b>Essential knowledge and skills</b>	<ul style="list-style-type: none"> <li>• International accounting, particularly charity accounting</li> <li>• Accounting softwares</li> <li>• Financial reports and Financial monitoring skills</li> <li>• Program activities</li> <li>• Expertise on Proposal writing and Grant management Networking, influencing and interpersonal</li> <li>• Excellent management of competing priorities and work under pressure</li> <li>• Work on own initiative with minimum supervision and to stay on task</li> <li>• Fluency in written and spoken English and native/national language</li> </ul>
<b>Others</b>	<p><b>Adherence to:</b>            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 anticipate proactively from staff. Other tasks may be assigned as necessary according to organizational needs

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: