

JOB DESCRIPTION – Finance Manager

TEAM/PROGRAM: Finance

LOCATION: Suva

GRADE: 3-5

INTRODUCTION

Save the Children is the world's largest independent child rights development organisation, making a difference to children's lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child's right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children's rights in line with the United Nation's Convention on the Rights of the Child.

ROLE PURPOSE:

The Finance Manager of Save the Children Fiji (SC Fiji) is responsible for the management of all financial and administrative systems, financial reporting and line management of the finance and Logistics Team. He/she will assist external financial relationships (including donors and Save the Children partners) and lead in the management of quality and risk. The position is instrumental in assisting Project Managers to implement thematic strategies for Fiji. A core responsibility is the capacity building of staff to familiarise them with the policies and procedures of the organisation.

SCOPE OF ROLE:

Reports to: Chief Executive Officer

Staff directly reporting to post: Finance Officers (2)

KEY AREAS OF ACCOUNTABILITY

I. Programme delivery, management and quality assurance

- Assist the CEO and Program Manager in the management of Office/Program resources including:
 - The formulation of workplans and organisational budgets and resource allocation
 - Providing effective support and guidance to the Senior Management Team (SMT) and other key program staff during planning and allocation exercises
 - Monitoring implementation of donor agreements and resource utilization.
 - Highlight variances, provide analyses and recommend resolution or reallocation of resource
- Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control including:
 - Annual accounts and tax statement preparation;
 - Accounting and management information systems;
 - Cash and cash flow management and control in particular gain/losses on currency exchange;
 - Financial procedures during emergency responses, including meeting all relevant responsibilities in the Rules and Principles for Emergency Response;
 - Expenditure procedures, especially around procurement;
 - Finance training for staff in the field and partners as necessary;
 - Availability of funds for the SC Fiji programmes.
- Work along with the CEO, Program Manager and Project Managers, develop plans to meet funding and programming needs. This includes diversification of funding resources.
- Identify and effectively manage all key risks, especially financial, related to delivering the program/humanitarian response operations.
- Ensure budget holders understand their responsibilities (e.g., through training)
- Ensure equitable staff compensation policies and practices within the approved budget and donor requirements
- Work with the SMT to design and implement a coherent organisational structure that is consistent with agency practices and appropriate to approved budget and program needs
 - Participating in the review and updating of SC Fiji's Strategic Plan and in line with the changing needs of children and SCI's global objectives and approaches

- In charge of the production and delivery of quality periodic financial reports to donors and the SC Fiji Board (through the CEO)
- In conjunction with Senior Management Team oversee the mobilization of resources to support planned activities, and to make best use of resources available to maximise impact for children
- Regular field office visits to verify compliance with organisational policies.
- Conduct investigations into misuse of organisational assets/funds as required.

2. Performance management and capacity building

- Line-manage members of Finance and team, ensuring they have clear objectives and receive meaningful feedback on their performance regularly.
- Create and maintain a cooperative and positive working environment where staff have clear roles and responsibilities, participate in decision making and are supported in progressing towards their objectives.
- Develop clear staff structure, in charge of finance team staff recruitment, and identify capacity building requirements.
- Lead on capacity building of staff through coaching, mentoring and training, including facilitating the attendance of staff to capacity building opportunities as they arise.
- Ensure that the Save the Children Fiji Child Protection Policy is implemented and followed by all staff.

3. Networking, Presentation and Advocacy

- Build strong relationships with relevant government bodies (including FIRCA), donors, I/NGOs and Save the Children International members.

4. Budget and Operational Management

- In collaboration with the CEO and the SMT, coordinate the development of financial aspects of new projects (in line with the strategic aims of the organisation).
- Ensure that all relevant organisational policies are in place and being followed by staff. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedures Policy and Employee Terms and Conditions.
- Work with CEO and Programs Manager to ensure that systems are in place for the control of all assets, funds, equipment, property, and facilities;
- Work with CEO and Programs Manager to ensure timely donor reporting
- Monitor accurate and timely submission of financial reports and attachments to members, donors and government regulatory agencies
- Ensure monthly effort reporting is prepared with major variances discussed with CEO and Programs Manager. Coordinate submission of variance reports and donor budget realignment request.
- Lead and participate in the development of finance policies and procedures to be able to maintain a well-financially controlled environment
- Coordinate and assist CEO during any internal or external audits
- Ensure monthly variance reports are prepared, reviewed with SMT, and submitted to Save the Children Fiji Board regularly.
- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

SKILLS AND BEHAVIOURS OUR VALUES IN PRACTICE

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to

deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity: honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

Essential:

- At least 7 years' management experience working in an NGO or corporate environment
- A degree in Accounting/Finance management is required. Master's in Professional Accounting or Business Administration/Financial management is preferred.
- Excellent understanding of business and financial planning
- Excellent analytical skills – the ability to analyse complex financial data and design and produce effective management information
- Experience of budgeting and budget management
- Excellent understanding of financial systems and procedures
- Strong business acumen and the ability to contribute to strategic decisions
- Experience of computerised accounts packages, Excel, PowerPoint and Word
- Strong communication and interpersonal skills
- Ability to build a small, proactive team, motivating staff and working collaboratively with colleagues and providing support and advice as necessary
- Excellent interpersonal, communication and presentation skills
- Fluency in written and spoken English (fluency in Fijian and Hindi an asset)
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches

Desirable:

- Qualified Chartered Accountant preferred to oversee Save the Children Fiji's Accounting needs.

Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check.
- The post holder will be expected to carry out their duties in accordance with the SC Equal Opportunities and Diversity policies and procedure and Health and Safety policies and procedures.
- Employees must sign onto Save the Children Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 08 March 2023

Signed: Chief Executive Officer, Shairana Ali

