JOB DESCRIPTION

<table>
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<tr>
<th>Job Title:</th>
<th>Division:</th>
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<tr>
<td>Senior Finance Adviser</td>
<td>Programme Delivery and Capacity Sharing</td>
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<tr>
<th>Location:</th>
<th>Responsible to:</th>
<th>Date:</th>
<th>Rank:</th>
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<tbody>
<tr>
<td>Nairobi or Abidjan*</td>
<td>Director, SAAF</td>
<td>July 2022</td>
<td>F</td>
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1. **JOB PURPOSE**

The Senior Finance Adviser post holder will be responsible for financial oversight for a large, multi-country and multi-donor funded programme. This will include leading on financial management and reporting systems for the fund, ensuring compliance with donors and IPPF financial management requirements and developing financial capacity strengthening strategy to better support grantees.

The Senior Finance Adviser will also manage a subset of grantee-partners relationships. This involves working closely with organisations through the various steps of the grant cycle: selection, inception, implementation and closure.

2. **KEY TASKS**

1. To lead the design of the SAAF Financial processes, in line with IPPF financial systems and donors’ requirements.

2. To design, in collaboration with the Deputy Director, the financial component of the grant-making processes. This includes due diligence and risk management processes.

3. To support the Programme Adviser - Technical Allyship in the design of the technical allyship strategy, with a focus on the financial management component.

4. To support the Director with direct engagement with Board members and external stakeholders such as donors or evaluators.

5. To manage the implementation of key financial processes and controls for the programme, including budgeting, management reporting and forecasting, bank reconciliations and treasury management, to ensure compliance with donors (including DFID and NORAD) rules and regulations.

6. To manage the annual SAAF financial audit with external auditors

7. To oversee the financial component of the granting process in close collaboration with the Programme Adviser(s), and with support to the Finance Adviser(s).

‘IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment’.
The Senior Finance Adviser will manage the financial component of the granting process for a subset of grantee-partners includes inception period, contracting, monitoring and reviewing procedures.

8. To manage the relationship with a subset of grantee-partners: direct communications with the organisations and reference point for them within the SAAF Secretariat, on all financial aspects.

9. To provide direct support to grantee-partners for project implementation, both remotely and through visits.

10. To identify technical support needs and coordinate their provision in coordination with the Finance Adviser(s) and Technical Allyship Adviser.

**STAFF MANAGEMENT**

11. The Senior Finance Adviser will manage the Finance Adviser(s). That involves regular liaising and provision of support in various professional areas.

**GENERAL**

12. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.

13. To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation. In particular relationships with the Treasurer, Audit Committee and representatives of donor organisations.

14. To become familiar with the Federation’s Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.

15. To take collective responsibility for safeguarding

16. To undertake any other reasonable duties as may be requested from time to time

**3. RESPONSIBILITIES**

a) Staff responsibilities carried out by the jobholder.

The Senior Finance Adviser will manage the SAAF Finance Adviser(s)

b) Financial responsibilities carried out by the jobholder.

No direct budget responsibility but maintains a portfolio of restricted projects and Secretariat activities amounting to approx. USD17 million over four years.

c) Advisory responsibilities carried out by the jobholder.

Provide advisory role on finance and procurement to the Director, Chair of the SAAF Board and SAAF grantees.

The post holder provides financial advice to the SAAF Board and donors, as required.
4. **PERSON SPECIFICATION**

**a) EDUCATION & QUALIFICATIONS**

- Bachelor’s degree in Finance and/or Accounting
- A professional qualification in Accounting/Finance (ACA, ACCA, CIMA, CPA or equivalent)

**b) WORK EXPERIENCE**

- Significant work experience as a finance manager in either an accountancy or business, with a strong Accountancy component.
- 7 - 10 years’ experience in Accounting, Finance and Business Administration. Work experience in an international humanitarian and/or development organization preferred.

**c) LANGUAGES**

- Fluency in both **English and French** (both oral and written) are **mandatory** for this role.
- Good working knowledge of Spanish is an added advantage.

**d) PROVEN ABILITY**

- Highly advanced application in financial control systems and audit
- Significant experience of working with & managing multimillion dollar budgets
- Experience of working internationally, ideally in a not for profit & often challenging environment.
- Experience of international development issues and/or project implementation and monitoring.
- Experience of procurement and associated oversight.
- Experience of risk management and due diligence processes
- Experience in developing training strategies and in training others

**e) SKILLS**

- Outstanding knowledge of financial control processes and protocols.
- Outstanding knowledge of financial reporting systems. An ability to work cross systems and platforms to homogenise reporting practices.
- Excellent ability to work on tight often challenging deadlines and manage conflicting priorities
- Excellent people management skills to manage staff and external consultants.
- Collaborative working- ability to work closely with a large range of colleagues focusing on programmatic aspect of the portfolio
- Excellent analytical skills – ability to read data and recognise trends
- Strong report writing – the ability to communicate with those without financial expertise
• Excellent Information Technology skills (especially Microsoft Excel and Oracle NetSuite). Knowledge of spreadsheet and database applications.

f) PERSONAL COMPETENCE

• Integrity and ability to maintain confidentiality at all times
• Willing to travel internationally – about 35 days a year.
• Supportive of a woman’s right to choose and to have access to safe abortion services. This is an occupational requirement of this post, in accordance with Schedule 9 Part 3 of the Equality Act 2010.
• Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
• Integrity and ability to maintain confidentiality at all times.
• Understanding of and a commitment to safeguarding including child protection, in a local and international context.

‘IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment’.