

INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL (IPPFAR)

JOB DESCRIPTION

Job/Role Title	Finance Officer - Projects
Division	Membership Support & Development
Grade	E
Location	Abidjan, Côte d'Ivoire
Responsible to	Lead Architect of Cooperation - Finance
Date	October 2023

Background

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

Headquartered in Nairobi, Kenya, the overarching goal of [IPPF Africa Region](#) (IPPFAR) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPFAR tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 42 countries. For more information, please read our 2022 profile (in English and French) [here](#).

The IPPF Africa Region (IPPFAR) is currently implementing several projects, amongst which the:

- **Stand Up for SRHR project:** Implemented in Mozambique and Uganda, in consortium with Oxfam Canada, the [Stand-Up](#) project aims to increase Sexual and Reproductive Health and Rights (SRHR) enjoyment for the most marginalized and vulnerable right holders, particularly adolescent girls and young women between 15 to 29 years old, including those with intersecting vulnerabilities due to sexual or gender orientation, or their status as refugees or internally displaced persons. The project aims at building capacity for SRHR advocacy at the local, national and regional levels to provide quality services related to family planning, abortion, sexual health testing, prenatal care, and sexual and gender-based violence support.
- **Comprehensive Abortion Care in Francophone Africa project:** which aims to transform access to person-centered abortion care for women and girls in Niger, Togo, and Cameroon to achieve equitable access and enable women and girls to realize their reproductive rights, through our Member Associations. This will include: the provision of quality abortion care services through a range of care pathways, garnering a greater community understanding of and support for abortion care, addressing harmful social norms that exacerbate health inequities, and championing an enabling policy environment for abortion. Additionally, IPPF's MA in Burkina Faso, will play a critical role as a technical expert on abortion care and provide technical assistance to the other three MAs in the program. The project will expand the person-centered abortion care, adaptation, technical advocacy, and capacity transfer expertise of all four MAs, contributing to sustainable change.

1. JOB PURPOSE

To support the implementation of projects, and in particular – *but not limited to* - the Stand Up and Comprehensive Abortion Care projects, IPPFAR is looking for a **Finance Officer - Projects** who will be responsible for leading and managing all financial aspects of the above-mentioned projects, including but not limited to planning and budgeting, preparing financial statements, ensuring compliance with donor requirements/contracts, maintaining cash controls, oversight of the sub-granting, preparing the payroll, maintaining accounts payable and receivables, ensuring timely statutory deductions and remittances, supporting and facilitating internal and external (independent) audits, and providing technical support to Member Associations on all those matters indicated herein. The appropriate candidate will also bring excellent interpersonal and communication skills and be willing to travel internationally. The postholder will work closely with the IPPF secretariat and IPPF Member Associations (MAs) in the project implementation countries, as well as other relevant staff members.

2. KEY TASKS

The Finance Officer will be responsible for the following key tasks:

- Advise the Project Managers and the IPPF in general on financial matters related to the projects under her/his responsibility and liaise with the donors on all matters of financial compliance.
- Oversee the development and implementation of effective internal control systems and ensure adequate financial management and timely reporting for the projects under her/his responsibility, in line with IPPFAR operations procedures and donor financial requirements.
- Lead and support Member Associations and IPPF in planning, project budgeting, monitoring, and realignment.
- Lead, and support the conducting of internal and independent (external) audits for all projects under his/her responsibility in compliance with IPPF operations procedures and donor financial requirements.
- Support the Member Association (MA) in preparing and submitting the project's monthly, quarterly, and annual financial reports, including cash-flow statements to IPPF, and perform the review, reconciliation, and consolidation of those statements.
- Process the accounts, perform reconciliations, and prepare IPPF ARO financial statements, including cash-flow statements, for all projects assigned to her/him.
- Ensure adequate control and reporting for all fixed assets and intellectual property acquired by Member Associations and by IPPF from projects under her/his responsibility.
- Monitor the disbursement of funds for the projects and send timely confirmation of receipt of funds to donors.
- Review banking arrangements continually to ensure timely transfer of funds to minimize exchange losses and bank charges and recommend changes for consideration.
- Work diligently and effectively with IPPF Africa Regional Office (ARO) and other stakeholders to align internal processes, including the preparation of monthly payroll, and payment of statutory requirements (timely calculation and remittance of payroll deductions and withholding taxes), in compliance with local laws.
- Safeguarding: Oversight/provision of incident co-ordination resulting from concerns raised within MAs or by clients of MAs on IPPF's Safe Report, when required. Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework. Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
- Undertake any other duties that might be assigned by the supervisor.

3. COMPETENCIES

- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by

genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings

- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

4. REQUIREMENTS

- **EDUCATION:** Master's degree in accounting, Finance, Commerce or Business Administration; professional qualification in Accounting/Finance (ACCA, CPA, or equivalent) and proficiency with accounting software, word processing, and spreadsheets.
- **WORK EXPERIENCE:** Seven to nine years of experience in Accounting/Finance Management and/or Business Administration, preferably in an international humanitarian (NGO) and/or development organization. Experience working in project management accounting and experience working with multi-currency budgets; experience working with restricted/statutory funded projects; experience working internationally, ideally in a not-for-profit & often challenging environment; and experience in audit and financial control systems. A track record in SRHR programming is an advantage.
- **LANGUAGES:** English and French are the working languages of the IPPFARO. **For this post fluency in English and French (both oral and written) is required. Candidates not complying with this requirement will be discarded.**
- **SKILLS:** Excellent interpersonal skills - articulate and diplomatic. Ability to interact with diverse groups; Excellent written communication skills; Strong analytical skills and the ability to summarise and simplify complex information; Strong influencing skills; Sound research skills; Good understanding of development issues and fundraising; Excellent project management, time management, and organizational skills to meet multiple deadlines; Good IT skills – Word, Outlook, Excel, and PowerPoint. Flexible – team player.
- **OTHER REQUIREMENTS:** Awareness of and sensitivity to the multi-cultural environment in which IPPFAR operates; Sensitivity to and understanding of SRHR issues; willingness to travel internationally. Subscribe to IPPF's Policies, Mission, Vision, and values and IPPFAR's, Procedures, rules and regulations. Ability to maintain a high level of confidentiality. Focus on continuously improved results/performance and sound judgement. Demonstrates an understanding of and commitment to safeguarding in a local and international context. Supportive of a woman's right to choose and to have access to SRHR services and information.

Interested individuals should submit an application form in the IPPFARO CV form and a 1-page cover letter to: hroffice@ippf.org with the job position you are applying for as the subject of the email by **07 November 2023**. Please note that IPPFAR will not consider applications that are not done in the requested format.

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

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. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.