

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Global Secretariat Finance Manager		
<b>Job Family:</b>	Manager		
<b>Directorate/Cluster:</b>	People, Finance and Operations - PFO	<b>Unit/Team:</b>	GS Finance
<b>Grade and Salary:</b>	E	<b>Contract Type:</b>	<i>Permanent</i>
<b>Location:</b>	Nairobi or Johannesburg	<b>Budget Holder:</b>	No
<b>Reports to: (incl matrix reporting)</b>	Head of Finance		
<b>Direct Reports :</b>	2 x International Accountants, 1 Financial Assistant		
<b>Matrix Reports:</b>			
<b>DBS (CRB) / Police Check:</b>	Yes		
<b>This role require travel</b>	Yes, up to 10%		
<b>Role Overview:</b>	<p>The Global Secretariat Finance Manager is responsible for overseeing all aspects of financial management, regulatory compliance, financial planning and analysis, and financial reporting for the Global Secretariat, working closely with finance teams across Hubs. The financial reporting includes preparation of annual financial statements for external audits, and financial accounts for Management, GLT, International Board and the General Assembly.</p> <p>This role ensures adherence to the AAI Financial Management Framework (FMF), other internal policies, international accounting standards, and statutory regulations across all hubs. The role is responsible for managing and overseeing both internal and external audits in all hubs.</p> <p>The Finance Manager plays a critical role in supporting the organization's mission by providing essential analysis on the performance of the GS, driving financial strategy, optimizing resource allocation, and promoting accountability across all levels.</p> <p>This role combines strategic financial oversight with technical expertise in financial systems, ensuring that all financial processes are optimized, automated where possible, and aligned with organizational goals.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Strategic Impact and contribution</b>	<ul style="list-style-type: none"> <li>• Provision of timely, accurate and complete financial reports on a periodic basis (monthly, quarterly, annually), to support strategic analysis and decision making for the GS to achieve its goals.</li> <li>• Provision of financial analysis on the performance of the GS with recommendations on areas of improvement for the GS to meet its strategic goals and to ensure AAI's resources are utilised towards its mission. This includes variance analysis, expenditure trends and justification, engagement with Budget holders and Management advisory on budget allocations and funds utilisation.</li> <li>• Ensuring a culture of good stewardship and compliance through adherence to the Financial Management Framework, other internal policies, international</li> </ul>		

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	<p>accounting standards and statutory regulations in operational jurisdictions. This contributes towards building AAI's reputation with donors for increased funding opportunities and a reduction in losses through unmanaged risks.</p> <ul style="list-style-type: none"> <li>• Ensuring a professional reputation for the GS in the management of both internal and external stakeholders through timely and accurate payments and resolution of queries.</li> <li>• Leading in developing and implementing new GS financial policies including value for money policies to ensure funding is effectively utilised.</li> <li>• Management of internal and external audits across hubs and production of financial statements for stakeholders and for statutory requirements.</li> </ul>
<p><b>System, Policies and Procedures and Product Management</b></p>	<p><i>Payments and banking and payroll</i></p> <ul style="list-style-type: none"> <li>• Managing the payment and recharges processes in the GS to ensure that all payments made are valid and accurate and correctly recorded in the cashbook and general ledgers. Ensuring reliable and speedy execution of financial transactions.</li> <li>• Review transactions and management reports to ensure compliance with relevant laws and internal policies and commitments.</li> <li>• Oversee and manage payroll processes across multiple countries, ensuring timely and accurate payroll cycles.</li> <li>• Leading the payroll review process to ensure that all payroll payments and statutory deductions are in line with the various jurisdiction where employees are based.</li> <li>• Maintaining the integrity of all bank accounts across all hubs</li> </ul> <p><i>Ledger entry and reporting, planning, and forecasting.</i></p> <ul style="list-style-type: none"> <li>• Lead and manage the month-end and year-end closing processes to ensure that financial reports and management accounts are produced accurately and timeously for the Global Secretariat and all GS hubs.</li> <li>• Lead the financial forecasting process, providing insights into revenue, expenses, and funding gaps, and recommending actions to the leadership team.</li> <li>• Lead on the GS planning and forecasting process to ensure that budget and forecasts are within the financial framework and working closely with teams and budget holders to ensure to realistic and effective budgets.</li> <li>• Maintain financial integrity of GS financial information through conducting monthly review of ledger trial balances (including hubs), ensuring all balance sheet accounts are reconciled, reviewed, and documented.</li> <li>• Establish automated systems to produce budget holder reports and management accounts, working with the business systems improvement unit.</li> <li>• Monitor GS budgets against expected expenditure through management accounts and giving early signals in areas of potential overspent or underspent.</li> <li>• Perform analysis on the GS expenditure trends and make recommendations for improvements and corrective action where needed.</li> </ul> <p><i>Year end and annual audits and GS Reporting in the Federation</i></p> <ul style="list-style-type: none"> <li>• Produce statutory year end accounts, annual reports, and half yearly reports as required by local legislation in all HUBS.</li> <li>• Provide oversight for hub audits in collaboration with the international accountants.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Manage all aspects of audit for (local) annual statutory accounts and work closely with the Federation Finance Manager to facilitate GS and Country Programmes Audit, and AAI annual aggregated financial statements.</li> <li>• Prepare quarterly reports and GS financial outlook reports for consolidation into the Federation reporting.</li> <li>• Develop and maintain financial reports that comply with the GS reporting requirements in accordance with FAIR</li> </ul> <p><i>Other duties</i></p> <ul style="list-style-type: none"> <li>• Coordinate with People and Culture and Finance teams to ensure alignment on payroll schedules, budgets, and reporting needs.</li> <li>• Oversee the submission of payroll-related regulatory filings and documentation as required by local jurisdictions.</li> <li>• Maintain and update documentation for all key processes.</li> <li>• Communicate processes and procedures and support colleagues to ensure compliance with deadlines.</li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Identify opportunities to improve financial processes, systems, and workflows, leveraging technology to increase efficiency and reduce manual processes.</li> <li>• Lead in the review in current payroll process and develop of processes that are cost effective and efficient.</li> <li>• Lead in the continuous review of financial controls in the GS and ensure internal control weaknesses are remediated.</li> <li>• Ensuring compliance with internal policies, national regulatory and statutory requirements, including employee statutory payments and taxes as well as company registrar and NGO board requirements.</li> <li>• Develop dashboards and other tools to support real-time financial analysis, KPI tracking, and strategic reporting.</li> </ul>
<p><b>Communications, Influencing and Coordination</b></p>	<ul style="list-style-type: none"> <li>• Presentation of GS Management accounts to the Leadership Team on the financial status of the GS on a monthly and quarterly basis</li> <li>• Maintain relationships with the banks that AAI operates and ensure all bank mandates are UpToDate.</li> <li>• Maintain a dashboard with performance of each cost centre/ directorate, project and sharing this information, highlighting areas of concern to assist with decision making.</li> <li>• Lead the process of induction of new staff on the GS finance processes and refresher courses on finance processes to existing staff members.</li> <li>• Point of contact for tax authorities and regulatory bodies in the Hubs AAI operates in</li> <li>• Communicate GS finance policies, procedures including close process, planning, and forecasting processes to all stakeholders.</li> <li>• Resolution of queries with stakeholders</li> </ul>
<p><b>People Management</b></p>	<ul style="list-style-type: none"> <li>• Ensure adherence and delivery of AAI Talent Management for respective Directorate including recruitment, selection, retention, development, and succession planning.</li> <li>• Conduct probation and performance management according to People and Culture timelines ensuring high performing staff.</li> <li>• Develop a team culture that values collaboration internally, cross functionally and in partnership with countries.</li> <li>• Develop, monitor update the half year, quarterly and monthly work plan and budgets to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible.</li> </ul>

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<p><b>Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)</b></p>	<ul style="list-style-type: none"> <li>• Responsible for establishing and maintaining a well-run, best in class finance operations unit within the GS, with timely and accurate processing of payments, ledger entry and financial reporting for decision making.</li> <li>• Analysing the key financial indicators for the GS and recommending improvements as necessary.</li> <li>• Responsible for systems improvements and automation to improve efficiency and effectiveness in the finance department.</li> <li>• Ensuring financial stewardship through compliance with internal policies, accounting practices and statutory regulations.</li> </ul>
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PERSON SPECIFICATIONS	
<p><b>Education and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in accounting, Finance, Business Administration, or related field;</li> <li>• CPA, ACCA, or CIMA certification is strongly preferred.</li> </ul>
<p><b>Essential Experience</b></p>	<ul style="list-style-type: none"> <li>• At least 6-8 years' experience in managing a financial operations department, including financial planning and reporting.</li> <li>• Experience of working in an international environment and managing multi-currency general ledgers</li> <li>• Proven ability to build high performing and multi-located teams through a commitment to delegation and empowerment, clarity of individual responsibilities and their related areas of personal or collective accountability.</li> <li>• Maintain relationships and good collaboration with Finance counterparts in other AAI countries.</li> <li>• Proven experience in leading and collaborating with teams in multiple locations.</li> </ul>
<p><b>Essential Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Substantial experience of finance department management, including financial control, managing various banking platforms, managing payroll and expense management</li> <li>• Substantial experience in financial reporting including management accounts, preparation of financial statements and financial reports supporting decision making for leadership teams.</li> <li>• Substantial experience in leading the planning, forecasting, and reporting of the Global Secretariat</li> <li>• Experience of varied accounting environments with a proven track- record of process improvement and implementation of best-practice</li> <li>• Substantial knowledge of accounting and computer packages, preferably Sun Systems and Dynamic 365</li> <li>• Experience in managing payrolls across various jurisdictions.</li> <li>• Knowledge of NGO reporting and tax legislation, including employee-related requirements in South Africa or Kenya</li> <li>• Strong analytical and management skills, with track record in management and motivation of staff</li> <li>• Experience in leading and motivating teams through change.</li> <li>• Experience in implementing finance systems.</li> <li>• Proven track record of managing and monitoring costs including implementation of value for money policies.</li> </ul>
<p><b>Essential skills</b></p>	<ul style="list-style-type: none"> <li>• Strong and effective communication and stakeholder management skills, with proven ability to negotiate and influence.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Strong analytical and management skills, with track record in management and motivation of staff</li> <li>• Commitment to ActionAid's vision, mission, values, and ways of working</li> <li>• Significant post qualification experience.</li> <li>• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.</li> </ul>
<b>Language requirements</b>	<ul style="list-style-type: none"> <li>• Fluent in English is essential.</li> <li>• Knowledge or proficiency of another language will be an asset.</li> </ul>

<b>People Management Responsibility</b>		
<b>Approximate number of people managed in total</b>		
<b>1- Team members</b>	Individual contributor, no direct responsibility for leading others.	No
<b>1.5</b>	Act as mentor in a team and /or coordinating a team	Yes
<b>2- Team Leader</b>	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	Yes
<b>2.5</b>	Responsible for one team with its own and has another team reporting directly	Yes
<b>3- Team managers:</b>	Directs more than one team	No
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	No

This Job Description covers the main tasks 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.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and code of conduct. Staff are also committed to:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility
- **Promoting a healthy and safe working environment:** ActionAid is committed to promoting SHEA and Safeguarding policies and values and has a **zero-tolerance** policy for any form of sexual exploitation and abuse to create a safe working environment for the staff.