| Job Title: | Management Accountant |
| Clusters: | Finance and Operations | Team: | Global Secretariat Finance |
| Grade and Salary: | Grade D | Contract Type: | Permanent |
| Location: | Johannesburg/London/Nairobi | Budget Holder: | Yes ☑ No ☐ |
| Reports to: (incl. matrix reporting) | Global Secretariat Finance Manager |
| Direct Reports: | None |
| Matrix Reports: | None |
| Operational Remit: | Global ☑ Regional ☐ Country Specific ☐ Global Secretariat ☐ |
| DBS (CRB) / Police Check: | Yes ☑ No ☐ |

### Job Role

### Role Overview:
- Responsible for the accuracy and timely delivery of management accounts to support organizational decision making.

### Areas of Responsibilities

#### 1. AAI Values Practice & Strategy Change Priorities
- **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

#### 2. Delivery on Strategic Priorities (Directorate/Cluster-specific KPIs)

##### 1. Management Accounts
- Produce management accounts for the budget holders each month to a fixed timetable
- Sense check all accounts and eliminate errors before communicating them
- Create a timetable for the receipt of budget holder adjustments or commentary
- Liaise with Budget Holders and Team Administrators regarding their budgets and any changes which need to be effected
| 2. Delivery on Strategic Priorities (Directorate/Cluster-specific KPIs) | • Process or coordinate required changes in a timely fashion  
• Re-issue budget holder accounts and initiate communication to update them and meet their needs  
• Obtain variance commentary based on the revised management accounts to collate and share with the Finance and Ops Director  
• Maintain a list of common transaction errors and share this monthly with the respective Cluster Director and his or her direct reports  
• Work with Head of Finance and his or her team to ensure accurate transaction postings before budget holder accounts are processed |
| --- | --- |
| 2. Annual Budgets | • Coordinate the creation of budget-holder annual budgets, providing templates and consolidation as required  
• Work on a Timetable for the year with a view of the deadlines from the Planning and Reporting Team to ensure that GS Plans are received, consolidated and reviewed in a timely basis to fit into the Federation Plans as completed by the Planning and Reporting Manager  
• Liaising with HR to ensure that the salary information is complete and correct and can be transposed to the Planning Templates for each cost centre  
• Create the Planning Templates to be provided to the Budget Holder for completion with the guidelines  
• Liaise with HR and update the HR Guidance to be provided with the planning templates to the budget holders  
• Have webinars/meetings with Budget Holders and Team Administrators taking them through their templates and what is required of them, also reviewing the salary information to ensure correctness and completeness  
• Liaise with HR should there be inconsistencies with the Salary information ascertained from the conversations with the budget holders  
• Obtain All plans back and ensure that they are within their approved budgets (this is a discussion with the director, to determine the overall budget envelope)  
• Once reviewed, consolidate the plans and ensure that the consolidation is done in accordance with the Standard as requested by the Director.  
• Further manage the process by ensuring correct coding of the non-core projects and indicate this separately on the consolidation.  
• Ensure all budgets are uploaded into Sun 6.3 according to the timelines set and agreed in light of supporting Directors and the International Board in their reviews and decision-making. |
3. Secretariat Management Accounts
   - Produce ActionAid Secretariat management accounts each month to a fixed timetable
   - Ensure that the AAI GS Management Accounts are produced monthly after the budget holder accounts are produced and that these consider the corrections and the variance commentary from the budget holders
   - Use interactions with budget holders to write commentary for International Director review
   - Collate and combine financial information and KPI data to provide additional analysis and insight

4. Forecasts
   - Coordinate budget holder reforecasts at least once a year and consolidate these results into a Secretariat reforecast, along with commentary and analysis / insight.
   - This is the same process as with Planning.
   - Ensure all Forecasts are uploaded into Sun 6.3 according to the timelines set and agreed.

5. Use of sun 6.3 for analysis
   - Design extractive reports from Sun 6.3 to analyse specific information on projects or cost-centres and make these available to the finance community on a suitable platform
   - Share specific reports and analysis to support decisions taken by budget-holders and managers

6. Statutory Accounts
   - Support the GS finance manager to complete annual statutory accounts and quarterly internal submissions for AAI
   - Liaise with project accountants to ensure restricted fund accounting is accurately reflected in these submissions
   - Support the GS finance manager to produce statutory accounts for Johannesburg Hub up until review stage.
   - Other Ad Hoc Assistance.

<table>
<thead>
<tr>
<th>Education, Language &amp; Qualifications</th>
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<tbody>
<tr>
<td>B.Com Degree or professional accounting qualification</td>
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<td>People Management Training and qualifications would be an added advantage</td>
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### Essential Knowledge, skills and Experience

- Direct and significant experience in a similar role
- Expert Excel skills and familiarity with Sun 6.3 or earlier version
- Dealing with complexity and experience of fixing process problems
- Ability to work in a multi-cultural environment
- Ability to collaborate within a complex environment
- Experience of Computerized accounting packages

### Desirable Knowledge, skills and Experience

- Advanced Excel skills and proficient with other MS Office products
- The ideal candidate should model the feminist leadership principles

### ActionAid’s relevant competency profile

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<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Strategic Perspective</strong></td>
<td>Demonstrate alignment of the Organisation’s strategic priorities and goals</td>
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<tr>
<td><strong>Change Management</strong></td>
<td>Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.</td>
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<td><strong>Decisiveness and Agility</strong></td>
<td>Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment</td>
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<td><strong>Leading Teams</strong></td>
<td>Attracts, motivates, and develops high performing teams</td>
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<td><strong>Building Collaborative Relationships</strong></td>
<td>Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).</td>
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<td><strong>Communication</strong></td>
<td>Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively</td>
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<tr>
<td><strong>Leading with Purpose and Credibility</strong></td>
<td>Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI’s values</td>
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<tr>
<td><strong>Innovation and Taking Initiative</strong></td>
<td>Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities</td>
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