

# act:onaïd Job Description and Person Specification

<b>Job Title:</b>	Finance Advisor, Asia		
<b>Directorate/Cluster:</b>	Federation Development	<b>Unit/Team:</b>	Country Support
<b>Grade and Salary:</b>	Grade D	<b>Contract Type:</b>	1 <sup>st</sup> September 2019 to September 2020
<b>Location:</b>	Asia countries	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to:</b> <i>(incl matrix reporting)</i>	Head of Country Support		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	Functional matrix to the Head of Finance – acts as liaison between GS Finance and Country Finance teams.		
<b>Operational Remit:</b>	Global <input type="checkbox"/> Regional <input checked="" type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The role exists to:</p> <p>Strengthen the overall financial management, oversight and capacity of the organization, both finance and non-finance staff, management and boards by providing strategic financial advice and decision support to Heads of Finance in-country, GS Finance team and team head.</p> <p>In addition, provide strategic guidance and support on the development of country finance policy and procedure manuals, systems and processes, country annual planning &amp; budgeting and ensure quarterly finance reporting and analysis.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. Strategic Leadership and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develop and nature relationships with country teams and GS functional teams in execution of strategic priorities for the cluster.</li> <li>• Contribute financial and general management inputs to the leadership team taking a whole GS and Federation perspective.</li> </ul>		
<b>2. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> 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.</li> </ul>		

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<p><b>3. Delivery on Strategic Priorities (Directorate/Cluster-specific - maximum 5 KPIs)</b></p>	<p>1. Support the development of financial capacity of country finance teams, country leadership/management teams and Boards in the designated countries through support in recruitments and inductions, needs assessment, training and technical-management advice on finance matters.</p>
	<p>2. Support and monitor compliance with International policies (Top 10 Basics, FMF and procedures manual), procedures and accounting standards and work closely with country management and governance teams and country support team in the review of policies and alignment to global standards; Develop tools/checklists to support monitoring of compliance in accordance with the Assurance Policy; support audit and financial sustainability processes and ensure the effectiveness of restricted funding by providing technical advice, guidance and training for effective implementation of cost recovery practices, grants/contract management - working closely with GS program, finance and fundraising teams.</p> <p>3. Monitor financial performance and financial management processes of countries including review of reporting against KPIs, provide advice to country teams on financial reporting on all income streams and expenditures, management reporting and planning; assessment of risk management practices and support country management and boards in addressing gaps where identified; liaison with GS finance team, head of country support and country teams on issues identified from country standard reporting processes and proposed solutions. Monthly update to Heads of Country Support and Finance.</p> <p>4. Provide strategic financial advice and decision support to the country Heads of Finance, Board Treasurers and finance and audit committees of national boards Head of country Support team and GS finance based on analyzed country financial information during planning and reporting, review on implementation of audit recommendations, quarterly review country finance packs and production of sustainability and risk reports.  Work collaboratively with finance peers on establishing standardized reporting, improving guidance and compliance on planning, reporting, policies and procedures and with other functional country support teams to improve country management and governance.</p> <p>5. Provide specialist expertise and regional thought leadership on focused topics by promoting collaborating working through finance functional network and community of interest to disseminate knowledge and best practices, promote peer support, and discussions on new developments in the finance and development sector.</p>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in relevant field (finance, accounting etc)</li> <li>• Professional Accounting or Financial Management Qualification.</li> <li>• Able to demonstrate excellent communication skills. Fluent spoken and written English</li> </ul>

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<b>Essential Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Substantial post qualification experience in position of senior financial management or accounting, preferably in the NGO sector</li> <li>• Knowledge of the financial management system in INGOS and specific standards in accountability and reporting.</li> <li>• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Solid experience of change management, particularly in relation to Finance transformation and supporting a continuous improvement framework.</li> <li>• Exhibits strong influencing skills and an ability to question the status quo.</li> <li>• Ability to think strategically, to delegate where appropriate, to prioritize competing demands, to influence a peer group</li> <li>• Experience of working in an international environment, particularly in supporting finance across a region and in working globally, across regions.</li> <li>• Commitment to ActionAid’s vision, mission values and ways of working.</li> <li>• Ability to manage relationships at all levels.</li> </ul>
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organization’s strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading Self</b>	<b>Leading with Purpose and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI’s values
	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities