INTERNATIONAL PLANNED PARENTHOOD FEDERATION

# JOB DESCRIPTION

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| **Job Title**Finance Manager | **Division:**IPPF HUB |
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| **Location**Bangkok, Thailand | **Responsible to**Director, IPPF HUB | **Date****February 2017** |
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| **1. JOB PURPOSE** |
| The Finance Manager is responsible for the efficient and effective functioning of the Finance and Administration systems of the IPPF HUB including the supervision of the Finance Assistant and Office Administrator. |
| **2. KEY TASKS** |
| Under the guidance and direct supervision of the Director of the IPPF HUB, the Key Tasks outlined for the Finance Manager are:* 1. **Overall**
* To support the Director in maintaining and adhering to IPPF Policies and Procedures and compliance with the Thai Local Terms of Reference.
* To ensure quality and timely output of Finance and Administration Unit and to keep the respective functions in proper alignment. This will include supervision, guidance and support to staff under his/her Unit.
* To develop and manage appropriate accounting procedures to manage IPPF HUB functions.
* To assist the IPPF HUB Director with the preparation of monthly finance reports to all units and to establish systems to link donor reports to the internal accounts.
* To work closely with the Programme Managers to ensure effective linkages, communication and workflow between the technical and administrative aspects of consultancy management.
* To collaborate with all Managers under the Director’s supervision in the preparation of annual work plans and associated budgets, to monitor spend rates against budgets and available funds and the HUB budgeting and financial reporting into IPPF’s eIMS system.
* To maintain IPPF’s Standard Operating Procedures ensuring that they are serving as an accurate guide to actual procedures.
* To be a signatory for Finance and Contracts ensuring an appropriate level of checking and review before sign off.
* To provide assistance to Directors and staff in resolving operational problems and to serve as OIC on operational matters in the absence of the IPPF HUB Director.
1. **Financial Management:**
* To update the HUB Director on financial transactions, including preparation of monthly returns, monthly statements and finance reports to IPPF.
* To develop and monitor IPPF HUB’s budgets based on finalized work plans and ensure that spend patterns are monitored against budgets.
* To ensure that financial reporting to both donor and the host organization is timely, accurate, complete and linked to internal accounts.
* To maintain the IPPF HUB’s Fixed Asset Register, oversee pantry and stationary requests and procurement and maintain support service contracts.
* To ensure the smooth implementation and settlement of all financial transactions, including preparation for and follow up after Annual Audits.
* To supervise the work of the Finance Assistant in the preparation of the vouchers, cheques and data entries and accounts codes.
* To ensure the timely recording and settlement of Travel Advances, Consultancy Fees, and service contract payments including payroll.
1. **Others**
* To ensure that commercially valuable information is treated confidentially, that computer records are backed up weekly and that physical and electronic records are secure.
* To undertake any other duties related to Finance and Administration Management as requested by the IPPF HUB Director.
* Carry out other activities and responsibilities as delegated by the IPPF HUB Director and his/her Nominee.
* The post holder will carry out his/her responsibilities in accordance with IPPF’s policy on Protection of Children and Vulnerable Adults.
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| **3. REQUIREMENTS** |
| * A degree in Accounting or Finance or equivalent;
* Postgraduate qualification in accounting or member of a professional accounting body, or study towards the same (e.g. CA/CPA)
* Advanced managerial and NGO experience in the relevant field;
* Experience and competence in office management;
* Strong process and systems management skills;
* Knowledge of and/or experience in administration of technical assistance;
* Knowledge and experience of working in the Asia and Pacific Region.
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