

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

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**JOB DESCRIPTION**

<b>Job Title:</b>		<b>Division:</b>	
<b>Project Accountant/ NetSuite Administrator (1 year fixed term)</b>		<b>Finance &amp; Technology</b>	
<b>Location:</b>	<b>Responsible to:</b>	<b>Date:</b>	<b>Rank:</b>
<b>London</b>	<b>Financial Controller</b>	<b>November 2019</b>	<b>4</b>

**1. JOB PURPOSE**

Initially to provide Accounting/System Administrator support to the Global Project Manager (GPM) in the Secretariat-wide implementation of NetSuite OneWorld. The system includes, CRM, SRP, Finance, Advanced Inventory, Grants Management and Adaptive Budgeting modules. Working with the GPM to embed, modify, stabilise the system up to the point of handover. Working with GPM to deliver.

Beyond the implementation of the project, the System Administrator will take responsibility for the management of the system Secretariat wide: co-ordinating Regional Administration, collating feedback from the Regions, monitoring usage and analysing issue patterns, identifying new requirements, scoping, specifying and procuring any upgrades or modifications.

**2. KEY TASKS**

During implementation, provide support to ongoing roll-out at Central (CO) and Regional Offices (RO) which will include:

- Become the Single point of contact (SPOC) and support for the CO teams and Regional Finance teams on all matters relating to the management and maintenance of NetSuite OneWorld and related integrated products like Adaptive, Pyango etc
- Work closely with the CO core finance team and Regional Finance teams to evaluate how the Financial systems can be further strengthened to facilitate an efficient reporting process across the region
- System support to users, resolving daily queries and issues
- Set-up or system maintenance tasks as assigned by the Global Project Manager
- Undertake routine maintenance including but not limited to, maintenance and setup of forms, workflows, reports, saved searches
- Defines & documents business processes to align with NetSuite processes, including highlighting any processes involving personal data and undertaking Privacy Impact Assessments (PIA) if required.
- Maps CO and Regional user groups to NetSuite roles and permissions and liaises with CO and Regional IT colleagues to facilitate deployment of Multi Factor Authentication (MFA) solutions to support user authentication.
- Provide new user training and ongoing support, both in situ and on-line, for the finance teams and remote users based in the Regional Offices

- Working with Regional Offices to set up period and quarterly reporting and the ongoing monitoring and maintenance of reports and saved searches.
- Identifying gaps and making recommendations for solutions.
- Scoping, designing solutions and co-ordinating procurement relating to the project.

After hand-over:

- Co-ordination of Regional Administrator's meetings ensuring that they are informed of new developments and changes.
- Working closely with Process Leads ensuring that they are informed of new developments and changes.
- Collecting requirements from Regional Administrators and Process Leads, identifying priorities and making recommendations for development to Director Finance & Technology to ensure that local and Secretariat Wide needs are met.
- Working closely with CO and Regional IT and Systems colleagues to ensure the coherent development of Secretariat Systems.
- Responsible for user access control and liaises with CO and Regional IT colleagues to align account creation in NetSuite with other user access processes across the Secretariat
- Overseeing local system support, providing guidance and support to Regional Administrators and users
- Liaison with NetSuite Support and the NetSuite Account Manager to address any system or Account issues.
- Working independently to ensure that the ERP System continues to meet requirements and taking appropriate actions to maintain stability and data security.
- Identifying any resourcing needs for short and long term System maintenance and improvements.
- Overseeing any resources and external suppliers as necessary.

### **3. RESPONSIBILITIES**

- a) Staff responsibilities carried out by the job holder.

The post holder will not have any line management responsibilities during implementation but may have line management responsibilities post-handover.

- b) Financial responsibilities carried out by the job holder.

The post holder does not have budget holder responsibility during implementation but may have budget holder responsibility post-handover.

- c) Advisory responsibilities carried out by the job holder.

During implementation, the post holder advises the Global Project Manager, CO and RO finance staff on technical issues. Post hand-over the post holder

advises the Director Finance & Technology, Financial Controller, Manager, Finance and Regional Finance Leads.

## **General**

- To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
- To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation. In particular relationships with the Treasurer, Audit Committee and representatives of donor organisations.
- To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
- To take collective responsibility for safeguarding
- To undertake any other reasonable duties as may be requested from time to time.

## **PERSON SPECIFICATION**

### **4. EDUCATION & QUALIFICATIONS**

- University degree or equivalent relevant work experience in Accounting and Finance (CIMA / ACCA, CPA or equivalent preferred)
- NetSuite consultant certification or demonstrable experience of system. implementation, system Administration or NetSuite Consultant.

### **5. PROVEN ABILITY**

- Significant experience in a finance role.
- Proven ability as a NetSuite Administrator, System Accountant or NetSuite Consultant.
- Procurement and management of suppliers and sub-contractors.

### **6. SKILLS**

- Excellent Financial Accounting skills.
- In depth knowledge of NetSuite essential, customisation, workflow development and maintenance, scripting knowledge an advantage. OneWorld experience is an advantage.
- Used to working in a global matrix organisation
- Experience of implementing and administering necessary controls to ensure the integrity and accuracy of data
- Training experience particularly training of both Finance and non-Finance users.

- Procurement – Requirements gathering, scoping, specification, tendering and management of contracts.
- Fluent English (oral and written) essential, as well as excellent written communication skills. Knowledge of French, Arabic or Thai advantageous.
- Excellent interpersonal skills. Strong verbal communication skills required to work with Financial Staff in Regional Offices.
- Excellent time management and organisational skills required in order to multi-task and meet tight deadlines.
- Database management knowledge would be an added advantage.
- Experience of working with Adaptive Insights an advantage.

## **7. PERSONAL COMPETENCE**

- Integrity and ability to maintain confidentiality at all times.
- Ability to communicate clearly with non-English speakers.
- Calm under pressure.
- Adaptable.
- Willing to travel internationally, approximately 12 days a year.
- Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
- Understanding of and a commitment to safeguarding including child protection, in a local and international context.
- Supportive of a woman's right to choose and to have access to safe abortion services.