# JOB DESCRIPTION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | | **Division:** | | |
| **SAAF Senior Finance Adviser**  **Fixed term until mid-2021** | | **Programmes** | | |
| **Location:** | **Responsible to:** | | **Date:** | **Rank:** |
| **London** | **Head, SAAF** | | **January 2020** | **3** |

1. **JOB PURPOSE**

The Safe Abortion Action Fund (SAAF) is a multi-donor funding mechanism that aims at building a world where women’s rights to safe and legal abortion are established and protected, women are empowered to exercise these rights and their lives are saved. SAAF’s mission is to provide grants to local and grassroots organisations to build a vibrant civil society movement that works towards increasing access to safe abortion.

The post holder will be responsible for financial oversight for a large, multi-country and multi-donor funded programme. This will include leading on financial management and reporting systems for the fund, ensuring compliance with donors and IPPF financial management requirements and developing financial capacity building strategy to better support grantees.

The postholder will contribute, in conjunction with the SAAF programme team, through the tasks below, to achieving the SAAF programme’s overall aim of supporting innovative and strategic NGO activities to expand access to safe abortion and post abortion care and prevent future unwanted pregnancies for poor and marginalized women and girls.

1. **KEY TASKS**

**Fund level**

* Oversight of all project financial processes and transactions, including the disbursements of funds and verification and approval of financial reports from grantees.
* Responsible for maintenance of key financial controls for the project, including budgeting, management reporting and forecasting, bank reconciliations and treasury management, to ensure compliance with donors (including DFID and NORAD) rules and regulations.
* To prepare programme financial statements on an annual basis, including an income and expenditure account, balance sheet, cash flow statement, and supporting notes.
* To organise the annual SAAF programme financial audit, liaising with the auditors and responding to audit queries.
* To monitor budget versus actual position throughout the year, following up where required and providing information to support the work of the SAAF programme team, including attendance and financial updates at regular SAAF programme team meetings, as well as attending and presenting at SAAF Board meetings and advising the SAAF Board as required.
* To review on a monthly basis items of expenditure to ensure coding is correct and that discrepancies are investigated and resolved.
* To work with the SAAF programme team to prepare annual budgets.

**With Grantees**

* To review financial reports prepared by grantees, providing support and feedback to ensure that financial reports are developed and submitted on time and to the required standard
* To undertake financial monitoring, audits and capacity building visits to: including review of supporting documentation for financial reports, reviewing grantee systems and processes for the financial reporting and management of the grant, and advising on project financial management.
* To manage the due diligence process for existing and potential grantees, reviewing due diligence questionnaires and documentation, verifying information, and contacting referees

**Capacity building**

* To lead the financial management activities of the SAAF capacity building plan, in relation with the SAAF programme team. This is about supporting the development and dissemination of tools and guidance to grantees on financial management and reporting of SAAF grants.

**General**

1. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
2. 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.
3. 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.
4. To take collective responsibility for safeguarding
5. To undertake any other reasonable duties as may be requested from time to time.
6. **RESPONSIBILITIES**
7. staff responsibilities carried out by the job holder.

The Senior finance adviser will manage the SAAF Financial Management Advisers

b) financial responsibilities carried out by the job holder.

No direct budget responsibility but maintains a portfolio of restricted projects and Secretariat activities amounting to approx.. $15M over three years.

c) advisory responsibilities carried out by the job holder.

Provide advisory role on finance and procurement to Head of SAAF, Chair of the SAAF Board and SAAF grantees.

The post holder provides financial advice to the SAAF Board and donors, as required

**PERSON SPECIFICATION**

1. **EDUCATION & QUALIFICATIONS**

* Qualified ACA, ACCA, CIMA or equivalent (such as significant professional experience as a finance manager and either an accountancy or business, with a strong Accountancy component, qualification)

1. **PROVEN ABILITY**

* Developed application in financial control systems and audit, although it is not essential to have previously worked in-house for a charity
* Experience of working with & managing multimillion dollar budgets
* Experience of working internationally, ideally in a not for profit & often challenging environment.
* Experience of international development issues and/or project implementation and monitoring.
* Experience of procurement and associated oversight.
* Experience of risk management and due diligence processes
* Experience in developing training strategies and in training others is an advantage

1. **SKILLS**

* Understanding of finance systems and protocol.
* Knowledge of financial reporting systems. An ability to work cross systems and platforms to homogenise reporting practices.
* The ability to work on tight often challenging deadlines and manage conflicting priorities
* Collaborative working- ability to work closely with colleagues focusing on programmatic aspect of the portfolio
* Analytical skills – ability to read data and recognise trends
* Report writing – the ability to communicate with those without financial expertise
* The ability to work across cultures and resilience in the work place.
* Strong IT skills (including spreadsheet applications, especially Microsoft Excel, and databases).
* Fluent English essential and others languages such as French and Spanish are an asset

1. **PERSONAL COMPETENCE**

* Willingness to travel internationally – approx 30 days
* Good interpersonal skills particularly around training and coaching.
* Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
* Integrity and ability to maintain confidentiality at all times
* An understanding of and a commitment to safeguarding in a local and international context
* Supportive of a woman’s right to choose and to have access to safe abortion services. This is an occupational requirement of this post, in accordance with Schedule 9 Part 3 of the Equality Act 2010.