

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Finance Controller		Americas and the Caribbean Regional Office (ACRO)	
Location:	Responsible to:		Date:
Bogota - Colombia	Head of Operations		March 2021

1. JOB PURPOSE

Responsible for the efficient and compliant financial management of the ACRO and Member Associations (MAs), the job holder ensures that effective financial control, processes and systems are in place and followed, and plays an active role in developing policies and tools that promote a culture of accountability and excellent performance across the region.

To provide technical and specialised assistance in financial systems and manage relevant aspects of IPPF ACRO relationship with concerned authorities particularly in Colombia and Trinidad.

2. KEY TASKS

- To contribute towards the development, implementation and review of IPPF regional strategy on rolling out and maintaining efficient and effective financial management systems in ACRO and MAs in the region.
- Responsible for planning, implementing and monitoring performance of all financial systems, in terms of delivery of services and utilization of resources.
- Regional responsibility for all statutory and project audit requirements, including liaising with auditors during the annual ACRO audit exercise, responding to questions and requests, and ensuring the implementation of audit recommendations.
- Brings together MAs' finance teams fostering cross-fertilisation, learning and exchange of good practice and knowledge in financial management and coordinates financial system strengthening-related training for ACRO staff and MAs staff.
- To contribute to IPPF's emerging agenda on financial management systems in MAs by:
 - a. Developing, adapting and disseminating guidelines, policies, standards and technical tools in areas of financial management systems across the region.
 - b. Ensuring compliance with donor requirements with respect to accounting, controls and reporting.
 - c. Supporting the MAs and driving the process in relation to reporting to donors and CO, including: process of Annual Programme Budgets (APBs), half yearly reports, annual reports and reports for restricted projects.
 - d. Reviewing MA Annual Programme Budgets (APBs) and providing advice to MAs to finalize the same, prepare grant agreements and ensure timely grant recommendations.
 - e. Ensure timely fund allocation to MAs.
 - f. Detailed review, analysis and follow up of MA financial and audit reports.

- g. Supporting MAs on financial management related issues.
 - h. Facilitating donor audit in accordance with the IPPF policies and procedures.
 - i. Ensuring compliance with statutory requirements, IPPF's policies and guidelines and donor requirements with respect to accounting, controls and reporting.
- To provide financial oversight for procurement of goods and services.
 - To contribute to the financial aspects of project proposals, and other ad hoc financial analysis as requested.
 - Oversight and sign-off of that monthly payroll in accordance with IPPF Staff Handbook provisions.
 - Responsibility for the timely submission of all Central Office (CO) annual deliverables including to lead on budgeting, forecasting and cash management within agreed parameters and deadlines.
 - Comment on monthly ACRO management accounts, as produced by CO, for the perusal and consideration of the regional director and leadership team.
 - Coordinate the operation and monitoring of a system of budgetary control, through monthly monitoring of income and expenses.
 - Ensure efficient and effective management of ACRO assets and inventories.
 - Ensure that accounting systems are responsive to the changing needs and requirements of ACRO as well as donors and other third parties.
 - Ensure effective bank relationships and negotiate and establish with bankers' preferential interest rates with regard to agreed lines of credit; ensure a comprehensive pension provision and oversee a comprehensive insurance provision for ACRO.
 - Empowers and develops staff contributing to a working culture of equality, diversity, trust and excellence.
 - To undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

Responsible for the finance operational budget. Advises SMT, Head of operations / manager and resource mobilisation

PERSON SPECIFICATION

4. EDUCATION & WORK EXPERIENCE

- International chartered accountant qualification such as:
 - ACCA = Association of Chartered Certified Accountants
 - ACA = Association of Chartered Accountants
 - CIMA = Chartered Institute of Management Accountants
 - CPA = Certified Public Accountant

- Minimum 7 years' experience in the financial management of development programmes in developing countries.
- Thorough technical knowledge on financial, costing and audit management and strengthening issues.

5. **PROVEN ABILITY**

- Demonstrable experience of developing, implementing and evaluating financial strategies across a complex and diverse organizational structure with a set of stakeholders grounded in national and local strategic outcomes.
- Good understanding of legal and financial frameworks across the Americas and the Caribbean and knowledge of its political, cultural contexts.
- An effective implementer with sound knowledge of project management, planning, financial principles including budget tracking and management of annual budgets.
- Good people manager able to inspire, empower and develop teams located remotely.
- Resource mobilisation experience is desirable

6. **SKILLS**

Detail the skills needed to do the job, *including* languages.

- Strong numerical and project management, planning, goal setting and execution skills.
- Advanced excel skills essential, financial modelling skills are desirable.
- Ability to work independently and as part of a team.
- Excellent interpersonal and written communication skills including ability to listen, respond and relate with respect, empathy and congruence.
- Outstanding command of English and Spanish is essential. French or Portuguese are desirable.
- Excellent time management and organisational skills to meet pressing deadlines.
- Strong group building and training & facilitation skills.
- Excellent people management skills.
- Excellent networking and influencing skills.
- Outstanding IT skills

4. **COMPETENCIES**

- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves.
- Integrity, sound judgement, ability to maintain confidentiality and a flexible personal style.
- Ability to listen to feedback and to respond and relate with respect, empathy and congruence.
- A positive approach to challenges with strong problem-solving, innovative and creative thinking competencies.

- An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike.
- Commitment to the multi-cultural and diverse environment in which IPPF operates.
- A true self-aware team-player with an aspirational, empowering and assertive approach to leading teams.
- Commitment to accountability and safeguarding, and zero tolerance to discrimination on any grounds.
- Unequivocal supporter of SRHR and women's right, fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.
- **OTHER**
- Ability to travel internationally – approx. 20 days per year.