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| **TITLE:** Director of Finance and IT |
| **TEAM/PROGRAMME:** oPt CO Finance Department | **LOCATION:** oPt Country Office, Ramallah |
| **GRADE**: NAT 1 /TIER 3 | **CONTRACT LENGTH:** Open Ended/ 2 Yrs |
| **CHILS SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they are involved in the implementation of programmes across the country; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process of staff |
| **ROLE PURPOSE:** As a member of the Senior Management Team (SMT) in oPt, the Director of Finance and IT shares in the overall responsibility for the direction and coordination of the Country Office (CO). The Director of Finance in his/her capacity will be accountable to the Country Director (CD) for overseeing the Finance and IT Function, responsible for finance administration, fiscal management, financial and grant reporting, IT and co-accountable with other senior leaders for risk management –in both emergencies and development programming contexts.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Country Director.**Dotted Line:** MENAEE Finance Director**Staff directly reporting to this post:*** Gaza Finance Manager
* CO Control and Compliance Manager
* CO Finance Budgeting Manager
* CO Financial Planning and Reporting Senior Manager
* CO Control and Compliance Coordinator
* IT Coordinator

**Role Dimensions:** oPt CO operates in a highly complex context with multi-member interest. The CO has an annual budget of around $12m, and approximately 75 staff. The CO works in the West Bank and Gaza through two field offices, in addition to the main country office in Ramallah. |
| **KEY AREAS OF ACCOUNTABILITY:****As a member of the Senior Management Team, contribute to:*** Leadership of the oPt Country Office
* Support the development of an organisational culture that reflects our broad-spectrum programming values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our members and donors
* Support the design and implementation of a coherent organizational structure that is consistent with agency practices and appropriate to program needs
* Help establish, maintain, and improve active and regular working relationships with: host government authorities, partner agencies including major institutional donors, and local and international NGOs as requested, delegated, and authorized by the CD
* Ensure oPt Country Office complies with all Save the Children’s Quality Framework Essential Standards and Standard Operating Procedures
* Ensure that the required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the CD and the Regional Office

**Planning and Budgeting*** Assist the CD in the management /administration of the Country Office resources and its sub-offices including (a) the formulation of country work program and resource allocation, (b) providing effective support and guidance to the Senior Management Team and other key program staff during planning and allocation exercises; (c) monitoring implementation of donor agreements and resource utilization. Highlight variances, provide analyses and recommend resolution or reallocation of resources
* Perform periodic financial analysis on OPT CO cost base this should include but not limited to staffing and NTC costs also to provide strategic financial recommendations for CD and SMT members on the fit for purpose and CO financial sustainability; this should be done in consultation with business development and with CD, SMT/Counterparts and RO team.
* Work along with the SMT in developing plans to meet funding and programming needs. This includes diversification of funding resources
* Identify and effectively manage financial risks related to delivering the Country Office program. Develop mitigation plans at proposal stage
* Manage the financial aspects of quality budget development for new proposals and budget revisions and review them before they are submitted to Members/Donors
* Manage the financial aspects of the annual planning process and ensure the preparation of a quality and timely master budget and reforecasts. Review the documents and share them with SMT before final submission to the RO and respond/address the comments received from the RO and Members
* Ensure appropriate and adequate emergency finance procedures are detailed in the Country Office Emergency Preparedness Plan in order to enable rapid scale up
* Ensure budget holders understand their responsibilities (e.g. through training)
* Ensure Field Offices receive adequate support to operate efficient accounting systems, including timely receipt of monthly budget variance analysis by budget holders, timely answers to queries and scheduling tasks and deadlines

**Financial Accounting, Reporting, and Control*** Oversee the finance function in oPt Country Office, ensuring that planning and budgeting, financial accounting, financial control, international accounting principles, budget monitoring and reporting complies with SCI policies and procedures and donors’ rules and regulations
* Oversee correct level of budget authority exists within Country Office. Own the application of SCI approved scheme of delegation, together with the CD
* Ensure finance dashboard and MFRs are presented in SMT meetings with clear recommendations for improvement plans where applicable
* Ensure Country Office treasury operations are adequately managed
* Responsible for making sure effective systems are put in place, and regularly reviewed, to allow adequate financial management and control over assets, funds, equipment, property, and facilities
* Lead and participate in the development of finance policies and procedures to ensure adequate finance controls are in place according to international accounting principles
* Complete and submit the FCC report, respond to findings and recommend resolutions or action plans
* Ensure Monthly Financial Reviews (MFRs) are prepared, reviewed with CD, and submitted to Regional Office regularly
* Ensure that finance in the main office provide technical support to the finance departments in field offices and continuously testing their internal controls, financial procedures and systems
* Ensure the CO finance work with budget holders and field finance to estimate funds request on a timely basis to ensure resources are in place for carrying project activities
* Ensure statutory audit and project specific audits are conducted and findings are addressed; and assist CD and CQSM during any internal audits
* Review and approve the proper accounting and closing of books upon receipt of completed reports and documents from various sub-offices
* Develop sub-grantees financial management through training and capacity building
* Develop CO budget holder financial management through training and capacity building
* Perform any other responsibilities related to financial management as required

**Financial Reporting*** Monitor accurate and timely submission of financial reports and attachments to internal and external stakeholders (SMT, RO/Centre, Members/Donors, government regulatory agencies, etc.)
* Provide guidance to finance and non-finance staff and coordinate efforts to ensure compliance with donor agreement requirements and conditions.
* Work with budget holders to estimate funds request on a timely basis to ensure resources are in place for carrying project activities; and that reporting requirements and deliverables are met
* Ensure that donor financial reports are aligned with donor requirements
* Prepare monthly financial and analytical report and ensure submission of all required reports with RO
* Prepare audited financial statements after the year end organise all statutory and donors audit as per set time frames

**Staff Management, Mentorship, and Development*** Ensure appropriate staffing and competencies within the department.
* Ensure all staff understand and are able to perform their roles in an emergency/non-emergency context
* Lead team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly
* Responsible for the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for them
* Manage the performance of staff through:
	+ Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations
	+ Establishment of a result-based system and regular follow up
	+ Coaching, mentoring and other developmental opportunities.
	+ Recognition and rewards for outstanding performance
	+ Documentation of performance that is at standard and above and less than satisfactory, with appropriate performance improvements/work plans.
	+ Ensuring succession and staffing development plans are prioritized and communicated with the CD and HR department.

**Risk Management*** Support the Country Director (CD), Risk & Compliance Manager (RCM), and Senior management team (SMT) in applying risk management lens to evaluation of growth strategies and opportunities to ensure manageable balance of risk and growth
* Support the CD, RCM, and SMT in developing a risk management policy to maximize financial resource effectiveness
* Identify and effectively manage financial risks related to delivering the Country Office program. Develop mitigation plans at proposal stage
* Participate in the preparation of monthly Risk Management Register in consultation with SMT and RCM in accordance with the SCI Quality Framework Essential Standards
* Undertake the financial risk assessments of all new partners and monitoring of on-going risk in coordination with SMT
* Support CD and SMT in keeping analysis of the internal and external risks and threats and appropriate mitigation measures up to date

**Information Technology** * Supervise IT function to ensure the provision of effective IT support across the country office
* Ensure legal compliance with respective Government regulations and laws
* Ensure sophisticated, efficient, cost effective Information Technology Systems are in place which is also in compliance with SCI Quality Framework – with a specific focus on ensuring sufficient primary and backup connectivity and bandwidth in CO and all Field Offices
* Strive to support programmes with innovative IT solutions to support their work
* Responsible for ensuring CO internal and external communications systems function effectively and efficiently and that sufficient backup communications and redundancies exist
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Master’s degree in finance or accounting or any related field or equivalent professional experience |
| **EXPERIENCE AND SKILLS:****Essential:*** 10+ years demonstrated professional experience in financial management, of which 5+ years of experience in a managerial position in an International NGO environment, including experience in the development of strategic and operational Finance plans and their implementation in a professional work environment over a sustained period of time
* Experience of reviewing and drafting Finance policies, procedures and guidelines and of developing and implementing systems
* Experience in managing IT systems
* Ability to plan and organise a substantial workload that includes complex, diverse tasks and responsibilities in both development and complex emergency contexts
* Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
* Exceptional customer service focus
* Demonstrated credibility with colleagues and stakeholders at all levels of an organization
* Excellent verbal and written communication skills in English
* Strong interpersonal skills with the ability to demonstrate skills in leading a multi- disciplined team through a period of change
* Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures.
* Leadership skills, including the ability to supervise and motivate qualified professional staff with strong personal value systems
* Analytical, decision making and strategic planning skills and the ability to handle multiple priorities
* Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff and proven success in building capacity of staff
* Team building skills
* Competent level skills in core IT applications, particularly MS Office
* Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy
* Ability to travel to all programme sites in oPt (West Bank and Gaza Strip)

**Desirable:*** Qualified finance professional is a plus (recognised accounting qualification such as CIMA, ACCA, CPA) with experience of operating in a global and complex organisation
* Experience working in developing countries
* Proven record implementing change and improvement initiatives
* Valid driving licence
* Fluency in Arabic, both verbal and written
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. Persons with disabilities are encouraged to apply. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** oPt CO Country Director | **Date:**  |
| **JD agreed by:** MENAEE RO Finance Director | **Date:**  |
| **Approved By:** oPt CO Country Director | **Date:**  |
| **Evaluated:** RO HR | **Date:** |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.