

**JOB DESCRIPTION**

**JOB TITLE: FINANCE MANAGER (PROJECT FINANCE)**

**OVERALL AIM:** To provide effective financial control of Tree Aid’s overseas entities, and of Tree Aid Group project finances with processing and reporting delivered on time and accurately.

**OBJECTIVES:**

* Provide the Senior Management, the Operations Team and other relevant staff with reliable and timely financial information and analysis of project finances.
* Develop project budgets, manage cost recovery and support accurate and timely donor reports.
* Provide oversight of and support to Tree Aid’s overseas entities on finance reporting, systems, audits, procedures and resources.
* Support overseas teams to ensure that Tree Aid’s overseas entities meet all legal and statutory requirements and follow organisational policies.
* Working with the Assurance Manager, ensure the continuing integrity of Tree Aid overseas entities’ financial records and internal controls.
* Provide IT & office resource management for the UK team.

**REPORTS TO:** Director Finance & Resources (DFR)

**MAIN TASKS:**

1. **Provide the Senior Management, the Operations Team and other relevant staff with reliable and timely financial information and analysis of project finances (20%)**
   1. Present regular and timely project financial management information, subject to DFR approval.
   2. Support the DFR in project budget review.
   3. Ensure the completeness, accuracy and timeliness of donor financial reporting.
2. **Develop project budgets, manage cost recovery and support accurate and timely donor reports (40%)**
   1. Assist the DFR with the development, documenting and implementation of Group project budget and project financial systems and procedures.
   2. Oversee timetables for donor financial reporting, funder invoicing, and debtor collection, liaising with appropriate staff to ensure deadlines are met.
   3. Liaise with Operations teams on planned development timetables to ensure that appropriate financial input and review of budget proposals and submissions are completed so as to ensure proper review and approval in a timely manner.
   4. Coordinate data input from overseas entities’ information flows that support project reporting, ensuring that information is up to date and accurate.
   5. Ensure that project financial records for all projects are reconciled to the financial project/fund records promptly each quarter for both the UK and Africa.
   6. Maintain and keep up to date project life financial records.
   7. Ensure effective control of project partner grants, partner expenditure reporting and integration into project finance reporting.
   8. Act as liaison between the UK Finance and Operations teams.
3. **Provide oversight of and support to Tree Aid’s overseas entities on finance reporting, systems, audits, procedures and resources (20%)**
   1. Develop and implement standardised and sustainable systems that are documented and employed in overseas entities in line with Group policies and procedures, and that these are updated as appropriate.
   2. Coordinate data input from subsidiary entities’ information flows that support Group financial reporting, ensuring that information is up to date and accurate.
   3. Develop templates based on the Group model, and train subsidiary entity staff in their use, to produce in-country financial management reports.
   4. Ensure restricted funds in subsidiary entities are properly managed, restrictions complied with, and funds reconciled.
   5. Oversee the transfer of cost recovery funds for subsidiary entities’ contracts between funds in line with project budgets in liaison with the Operations teams.
   6. Manage subsidiary entities’ funding requests.
   7. Ensure that an effective Human Resource administration function is in place for each country of operation in West Africa, that includes:

* annual review of employment policies and documentation;
* compliance with local labour legislation;
* personnel records;
* supporting recruitment and induction of staff and volunteers;
* administration of staff appraisal and annual job plan procedures;
* payroll processes;
* staff health insurance arrangements.

1. **Support overseas teams to ensure that Tree Aid’s overseas entities meet all legal and statutory requirements and follow organisational policies (5%)**
   1. Liaise with local finance teams and local auditors to ensure the prompt production of subsidiaries’ annual report and accounts and the management of the local audit process in line with the group audit timetable.
   2. Oversee that subsidiary entities meet local reporting requirements in each country of operation.
   3. Ensure compliance with organisational policies and procedures by subsidiary entities.
2. **Working with the Assurance Manager, ensure the continuing integrity of Tree Aid overseas entities’ financial records and internal controls (5%)**
   1. Oversee that each subsidiary entities financial records are structured and maintained to enable accurate reporting of expenditure and strong financial control.
   2. Work with Assurance Manager to ensure that results of internal control and risk reviews are incorporated into strengthening future processes.
3. **Provide IT & office resource management for the UK team (10%)**
   1. Manage the UK IT resources, ensuring the integrity of all computer data and systems, liaising with the UK IT support provider.
   2. Ensure any actions delegated by the Chief Executive under Tree Aid’s Health and Safety Policy are carried out.
   3. Ensure that adequate and appropriate physical resources are available in the UK office and to UK staff, and that these are properly maintained, secured, recorded and insured.
4. **Other**
   1. Coordinate closely with, and support the work of, the Finance Manager (Group Finance) and Assurance Manager on a day to day basis.
   2. Carry out such other tasks and responsibilities as directed by the DFR.

**Person Specification** (E = essential, D = desirable)

**Personal Qualities**

* Ability to demonstrate initiative, be proactive & offer a solution-oriented approach. (E)
* Determined and committed to high quality standards. (E)
* Ability to establish effective working relationships at all levels internally and externally. (E)
* Excellent communication and interpersonal skills. (E)
* Ability to prioritise work, meet deadlines and work calmly under pressure. (E)
* Self-motivated, flexible and enthusiastic approach to work. (E)
* A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (E)
* Commitment to working in a values-led organisation. (E)

# Experience

A minimum of 5 years’ experience in accountancy/finance management, to include:

* Working in international development in a finance role. (E)
* Experience of PS Financials or equivalent financial systems. (E)
* Preparing and analysing donor budgets. (E)
* Preparing and analysing donor reports. (E)
* Supporting IT function. (D)
* Reporting and managing to tight deadlines. (E)

# Qualifications

* Professional accounting qualification, e.g. ACA, CIMA, ACCA or equivalent. (E)

# Skills/Knowledge

* Effective financial management and cost recovery skills. (E)
* Ability to work in French (support is available). (E)
* Experience in using complex finance consolidation systems. (E)
* Experience and understanding of institutional donor requirements. (E)
* Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts. (E)
* Excellent organisational skills with the ability to coordinate activities. (E)
* Good literacy, numeracy and IT skills. (E)
* Ability and willingness to undertake routine administrative tasks. (E)