



TREE AID WEST AFRICA

JOB DESCRIPTION

JOB TITLE	Head of Finance & Resources (West Africa)
REPORTING TO	Regional Director of West Africa with matrix management to Director Finance and Resources [UK] (DFR).
DIRECT REPORTS	Finance & Resources Officer, Administration & Human resources Officer
RESPONSIBLE FOR	Responsible for the smooth running of Tree Aid WA's financial system. Support to project finance and relationship to donor finance teams, and resources (including Administration & human resources) across West Africa.
KEY RELATIONSHIPS	Head of programme Implementation, Head of programme Design, Compliance Officer , Country Finance Managers ,country Directors , Head of finance &Resource [UK], Finance Manager (Projects) [UK], Head of Programme Manager [UK], Head of Compliance, Risk & Culture [UK].
OBJECTIVES	<p>Participate in and support the strategic development of TREE AID West Africa (TAWA).</p> <p>Lead Control of and responsibility for all internal TAWA financial and resourcing issues; leading the finance and resources teams across TAWA region.</p> <p>Provide any advice to support the decision-making support, analysis and advice to other teams in financial management.</p> <p>Support the delivery of strong programme and project outcomes through effective project and partner financial management.</p> <p>Ensure that TAWA meets all legal and regulatory requirements and operates in accordance with its internal policies and procedures.</p> <p>Support the development and management of programme and project budget.</p>
LOCATION	Ouagadougou, Burkina Faso with regular visits to TREE AID locations throughout West Africa and occasional visits to the UK and other regions
TYPE OF CONTRACT	Consultant for six months to one year contract, subject to individual performance and availability of funding.

The Head of Finance and Resources (West Africa) is a key member of the TREE AID West Africa (TAWA) Senior Management Team and along with the Regional Director of West Africa and Head of

Program implementation and the head of programme design is responsible for the implementation of TREE AID's work in West Africa.

This challenging function will ensure that the TREE AID West Africa Programme achieves a sustainable impact on forest restoration, rural livelihoods and poverty alleviation and that TREE AID captures evidence of change.

The Head of Finance and Resources will lead Finance & Resources teams in West Africa

The role is leading all finance & administration, project finance (including review of operational partners) and resource (including human resources, information technology, health & safety & office management) matters in TAWA.

MAIN TASKS

1) Leadership and Strategic Direction

- Participate in and support the strategic development of the TAWA Operations, as a key member of the TAWA Management Team.
- Engage the finance teams to promote TREE AID's values and mission in their day to day work.
- Work with and support TREE AID UK finance on development of TREE AID financial management capacity, in line with TREE AID strategy.
- Develop links with finance groups, networks and professionals within the TAWA region, so as to identify opportunities and best practice for TREE AID.

2) Finance Management

- Plan with the finance and other TAWA teams to ensure all group financial reporting timetables are communicated and met.
- Lead on the submission of accurate and timely management accounts, reconciliations and supporting analyses for group, TAWA senior management and budget holders.
- Lead on the development of annual budgets and projections for TAWA, for approval by the Regional Director of WA and submission to the DFR. Ensure these are reforecast on a quarterly basis.
- Lead on the provision of relevant financial analysis and advice as required to support decision making by colleagues in TAWA and TAUK.
- Ensure appropriate Treasury management and cashflow planning within each TAWA country.
- Ensure that TREE AID Group Financial Policies and Procedures are followed and that suitable internal controls are maintained permanently. Communicate these across TAWA. Support TAUK on development and documentation of controls.
- in close collaboration with compliance officer ensure procurement process fully respect Lead the production of TREE AID West Africa annual report and accounts for the approval by the Board of Directors, and managing the audit process, conforming to the TREE AID Group timetable.
- Support the DFR on the implementation of new group accounting software (Xledger) in the TAWA region.

3) Project Finance Management

- Plan with the finance and TAWA programme teams to ensure that project finance related tasks are well scheduled and deadlines are met.
- Input into and review of new or amended project budgets in collaboration with the TAWA Programme and TAUK teams. Ensure any budgets submitted locally have been appropriately signed off.

- Lead with country Finance Manager on submission of accurate and timely project financial management information to group, TAWA senior management and budget holders.
- Oversee timetables for donor financial reporting, funder invoicing, and debtor collection. Where the donor is managed locally, lead the production of accurate, timely and compliant donor financial reports for review by TAWK
- Oversee successful completion of any required project audits.
- ensure in relation with compliance officer the effective control of partner financial management, including partner selection, financial training, grants, expenditure and integration into project finance reporting.
- (Natacha)Manage relationships with key donor finance contacts.

4) Administration & Human Resources (HR)

- Ensure an efficient and effective HR and personnel management function (including recruitment, training & payroll) is maintained across TAWA.
- Ensure TAWA HR is compliant with local laws and Group HR policies and procedures.
- Proactively support Head of Compliance, Risk & Culture and DFR in recommending development of HR policies and procedures.
- Oversee payroll procedures and sign off monthly payroll.
- Provide HR line management to direct reports and support to the wider team in order to get optimum performance, including mentoring, development support, supervision and performance management.
- supporting the regional director in managing conflicts at TAWA level.

5) Health & Safety

- - Support the RD to ensure a safe and secure working environment across TAWA in accordance with relevant TREE AID policies and local legislation.
- - Ensure that all actions delegated by the RD under the TREE AID WA Health and Safety Policy are carried out in collaboration with the Country Directors.
 - Ensure that country offices conduct a travel and field safety risk assessment and that field safety guidelines are developed and reviewed at least annually.
- - ensure that all in-country security incidents (fires, vehicle accidents, theft, etc.) are recorded and reported appropriately.

6) IT and Resource Management

- Manage the TAWA IT resources, ensuring that appropriate systems are available and the integrity of all computer data and systems.
- Ensure that personal data (whether of staff, donors, beneficiaries or other parties) is appropriately protected in accordance with Data Protection requirements and best practice.
- Oversee that TAWA vehicles and other assets are appropriately managed, maintained and insured.
- Support the RD in identifying areas for improvement across all support areas.

7) Other

- Carry out such other tasks and responsibilities as directed by the RD and the DFR.

PERSON SPECIFICATION

Required	Desirable
Experience <ul style="list-style-type: none"> • At least 10 years' experience in financial management and accounting, with at least 5 years' experience in an NGO or rural development organisation • Proven experience in team management and development • Experience in producing NGO financial statements • Experience in planning, budgeting and reforecasting • Experience in implementing internal control procedures, and in internal and external audits. 	<ul style="list-style-type: none"> • Experience in payroll management
Qualifications <ul style="list-style-type: none"> • University master's degree or Masters 2 in Management, Finance & Accounting (BAC+5 at least) • Professional qualification in finance and accounting 	<ul style="list-style-type: none"> • Professional training in accounting, tax and other areas related to NGOs.
Skills <ul style="list-style-type: none"> • High level IT skills, including Microsoft Office • Experience working with group accounting systems • English – confident communicator • French – fluency • Able to communicate with finance and non-finance staff 	<ul style="list-style-type: none"> • Experience in Quickbooks, Xleger Financials and / or accounting system implementation
Personal qualities <ul style="list-style-type: none"> • Able to work independently, on own initiative; planning and implementing work with minimum supervision • Capable of working under pressure and strict deadlines • Leader, with good communication and team working skills • Methodical and organised, with high level of attention to detail • Honest, with integrity and a responsible attitude 	
Engagement <ul style="list-style-type: none"> • Committed to the objectives and goals of TREE AID • Respects the mission and values of TREE AID • Committed to supporting beneficiary communities 	