

JOB TITLE Finance & Grants Manager	
REPORTING TO Senior Finance & Grants Manager/Deputy Team Leader - Operations	GRADE 3
REPORTING TO POSITION Finance and grants staff	LOCATION International, including remote and insecure locations
<p>CHILD SAFEGUARDING</p> <p>Level 3. The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.</p> <p>As part of these responsibilities the post holder will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the Child Safeguarding Policy.</p>	
<p>INTRODUCTION</p> <p>Save the Children International is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we will be able to ensure that some of the fundamental rights that we believe children have, such as survival, safety and constant access to protection and education can be guaranteed. As part of a commitment to work with children through humanitarian interventions Save the Children will support programmes in both sudden onset and chronic emergency situations.</p> <p>The purpose of the Global Roster is to support the dual mandate by ensuring that high quality personnel are deployed at speed and scale when and where emergency strikes. Global Roster members will be deployed to an emergency where Save the Children is scaling up in order to provide immediate emergency expertise. Global Roster members may also be deployed to the second phase of large scale emergencies to support Country Programmes to continue to deliver quality programming.</p>	
<p>ROLE</p> <p>This role will provide the primary financial and grants management inputs into emergency response programmes, and ongoing support to develop best practice emergency financial and grants management procedures and processes. The main aspects of the role are : Responding to emergencies as the finance & grants focal person in the emergency response team, working with other emergency departments in country to ensure that there is a co-ordinated response in line with best practices; In an emergency environment, assist in transition and work with existing country finance teams to ensure that best practices are adopted after emergency activity is completed ; providing short term interim financial management and/or capacity building support to ongoing emergencies, Fragile States and/or country/regional programmes; and contributing to the development and advancement of policy and procedures.</p> <p>The main responsibilities of this post will vary according to the terms of reference for each assignment. The post-holder is likely to undertake senior deployments such as Emergency Finance & Grants Manager.</p>	
<p>MAIN RESPONSIBILITIES</p> <p><i>Financial Accountability:</i></p> <ul style="list-style-type: none"> • Provide a high standard of financial accounting in emergency programmes, ensuring compliance to local statutory law and SC accounting policies. • Ensure accounting systems, policies, internal controls and procedures are quickly established for the collection of accurate, complete and timely financial data (e.g.: budgets, forecasts, expenditure, commitments, payroll, and delegation of authority). • Manage the cash flow to ensure timely and secure transfer of funds to meet programme needs, liaising with local bankers as required. • Provide the necessary checks and balances to ensure that money is spent effectively, efficiently and in line with donor requirements. <p><i>Financial Planning:</i></p> <ul style="list-style-type: none"> • Support budget holders to produce quality budgeting information. • Ensure all relevant stakeholders are involved in the budgeting process. • Prepare management reports for budget holders to monitor budgets on a regular and timely basis. • Provide advice/training to budget holders on budget management and phasing. <p><i>Grant Management:</i></p> <ul style="list-style-type: none"> • Prepare donor financial reports and proposal budgets. • Ensure all donor requirements are complied with and that proposals and reports are submitted on time. 	

- Advise on how to best to utilise a programme's funding portfolio.
- Build and maintain relationships with the local representatives of donor organisations and finance staff of similar organisations.

Control & Supervision:

- Take appropriate steps to minimise the risk of fraud or theft.
- Ensure the security of all cash and assets (e.g.: regular cash and bank reconciliation, fixed asset and inventory physical checks).
- Work in close collaboration with other members of the SC team on all aspects of the emergency response as required.
- Recruit, train and manage finance staff and/or work closely with existing country finance staff & ensure a good handover at end of mission.
- Carry out inductions and staff trainings for finance procedures, donor requirements etc.
- Ensure that SC's commitment to improving quality and accountability in humanitarian work is upheld, through reference to the Sphere Project Humanitarian Charter and Minimum Standards, the NGO Code of Conduct, and other relevant tools.

Additional:

- Contribute to ongoing finance policy revisions, support and enhance the ongoing development of the Humanitarian Finance & Grants Department's emergencies finance toolkit.
- Provide interim support to a country or regional programme which lacks finance resources.
- Work with internal and external auditors as necessary.

General:

- Deliver high quality results in line with the agreed ToR and develop effective relationships with country programme staff.
- Comply with all relevant SC policies and procedures with respect to child protection, health and safety, equal opportunities and other relevant policies and procedures.

CORE BEHAVIOURS

Understanding humanitarian contexts and application of humanitarian principles

- Able to assess and analyse key issues in the humanitarian situation and formulate actions around them
- Leads on the development of an organisational response based on an understanding of the contexts

Achieving results effectively

- Ensures efficient and transparent use of resources in accordance with internal controls
- Demonstrates flexibility to adapt plans and make decisions in rapidly changing environments
- Actively manages risk and takes action to reduce risk.
- Makes changes to improve performance as a result of information received.
- Creates measures and metrics to track performance.
- Documents lessons learned and applies them to future projects

Maintaining and developing collaborative relationships

- Establishes clear objectives with teams and individuals and monitors progress and performance

Operating safely and securely

- Undertakes effective risk assessments and develops contingency plans
- Takes appropriate, coordinated and consistent action to handle situations of personal risk and risk for others
- Reduces vulnerability by complying with safety and security protocols set by the organisation

Managing yourself in a pressured and changing environment:

- Remains focused on the objectives and goals in a rapidly changing environment
- Suggests creative improvements and different ways of working
- Demonstrates personal integrity by using one's position responsibly and fairly
- Makes time to learn from experience and feedback and applies the lessons to a new situation

Leadership: Action; Thinking; Self; Inspiring; Developing Others

- Delivers results and always acts with the beneficiaries in mind.
- Adapts plans and approaches based upon awareness of the external context
- Demonstrates managerial courage by confronting difficult situations, seeking resolution, and championing ideas.
- Actively contributes to a team environment where team members feel able to contribute, champion or challenge decisions
- Takes responsibility for own development, and actively takes steps to better understand and address own strengths and weaknesses.
- Effectively influences others by understanding their interests and showing how they will be met by own preferred solution.
- Gives constructive feedback to enhance capabilities and responsibilities of team members for the purpose of

their development.

- Works to ensure that the workplace is inclusive and the talents of team members are harnessed to achieve individual and organisational success.

QUALIFICATIONS AND EXPERIENCE

Essential

- Qualified professional accountant (internationally recognised qualification, practical experience equivalent will be considered) with substantial post qualification accounting experience
- Experience of and well developed skills in staff management, supervision and capacity building
- Proven track record of supporting a senior management team, and providing strategic support across multiple sectors and/or regions
- Knowledge of the requirements of the major emergency donors and experience in budgeting and reporting to donors.
- Good attention to detail and analytical skills
- Computer literate (i.e. WORD, advanced Excel, Outlook, Internet Explorer, financial systems).
- Cultural awareness and ability to build relationships quickly with a wide variety of people
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Strong communication (written and spoken), and interpersonal skills in English, with experience in managing multicultural teams

Desirable

- Experience with any Save the Children financial systems and overseas accounting software (including SUN, PSF, Agresso)
- Significant experience with NGOs in an international emergency environment
- Fluent in French, Spanish, Portuguese, Arabic or Swahili

WORKING CONDITIONS

All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.

Date: June 2016