



## Programme Finance Officer (Temporary) - Role profile

<b>Location</b>	Lilongwe, Malawi	<b>Department</b>	International
<b>Reports to (Job Title)</b>	Finance Manager	<b>Salary Band</b>	E
<b>Matrix manager (if applicable)</b>	Click here to enter text.	<b><u>Competency level</u></b>	2

### Role definition

#### Role purpose

To be responsible for programme finance compliance and risk management working with programme staff and partner organizations to assist them in planning, granting, budget and financial management. Oversee partners' financial reporting, budgeting, auditing and compliance to agreed due diligence that relate to partner organizations, in line with Christian Aid's procedures and policies. To build the financial and budget management capacity of local partner organization through training and support. To improve the capacity of Christian Aid programme staff to understand and uphold both Christian Aid's and institutional donors' financial policies and procedures and proactively manage contracts and risk within respective projects and programmes

#### Key outcomes

- In collaboration with other colleagues, budgets are prepared and monitored for partners and relevant institutional donor funded programmes.
- Financial capacity building delivered to programme staff and partners to include procurement, reporting, compliance and how to deliver training.
- Budget variance analysis and management is a standard practice in country programme.
- Partners comply with Christian Aid's and institutional donors' policies and procedures.
- Partners meeting financial reporting requirements placed on them by Christian Aid.
- Partners meeting financial reporting requirements placed on them by institutional donors.
- Good relationships

#### Role agility

**Expected travel per annum** Up to 75 days

**On call/unsocial hours** Yes, in event of Christian Aid response to humanitarian emergency.

**Surge capacity for emergency responses** Choose an item.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is



consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

### Role context

This role sits within the Finance role family in the International Department. It is responsible for managing all aspects of the programme finance function, which will include financial records, financial reports, budgets, donor funds, internal and external audits and providing financial support to Christian Aid partner staff. This role will also manage partner financial capacity and the compliance function

### Role requirements

#### Relationships

**External** The role holder will have contact with partners, external auditors and other relevant stakeholders

**Internal** The role is line managed by the country manager. This role will have contact with other members of the local finance team, local programme staff, local auditors, the internal audit team, compliance team, and the international finance team as well as with the local partners.

#### Decision making

**Budgetary/savings responsibility** Click here to enter text. Outline the amount of budgetary/savings responsibility this role is accountable for.

This role is expected to work in close collaboration with the Finance & Operations Manager and the country manager to deliver financial information to Christian Aid and/or donors. Able to make decisions around the necessary capacity building for partners and Christian Aid staff in relation to programmatic finance skills

#### Analytical skills

Ability to apply logical thinking and common sense to gathering and analysing information, designing and testing solutions to problems, but also carrying out some routine work.

#### Developing self and others

**Number of Direct reports** 1

**Overall people management responsibility** 1

Continuously look for opportunities for self-development. Give and receive honest and open feedback in a timely manner. Will advise others in some technical financial matters

#### Role related checks

**Child protection clearance** Not required **Counter terrorism screening** Not required

### Person specification

#### Applied skills/knowledge and expertise

**Essential**

- The role holder will be qualified to at least degree level (or equivalent) and part qualified member of a recognised accounting organisation
- Knowledge of financial standards required by donors, local financial standards and legal framework
- Experience of working with financial accounting procedures of writing and reviewing financial reports, creating and monitoring budgets and working with compliance regulations.
- Considerable experience in delivering financial training using different methodologies.
- Experience with using excel and word processing packages and other account reporting tools

#### **Desirable**

- Knowledge of institutional donor requirements.
- Knowledge of local partners/NGOs and development.
- Experience of dealing with institutional donor fund accounting.
- Experience of using computerised financial reporting tools.
- Part-qualified ICAM/ACCA accountant and training related qualification

#### **Digital/IT competencies required**

<b>Word, Excel, PowerPoint</b>	Advanced	<b>Web content design &amp; development</b>	Basic
<b>Internet based collaboration tools and video calling</b>	Basic	<b>Social Media</b>	Basic
<b>Data Visualisation</b>	Advanced		

**DATE CREATED**

06/10/2020