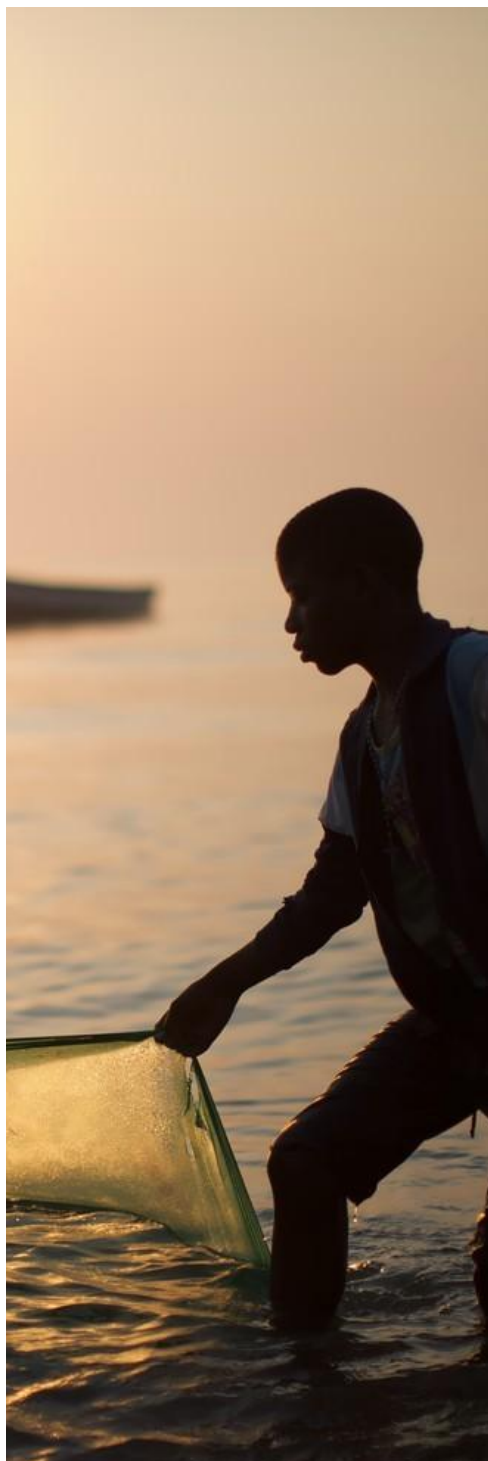


# JOB PROFILE

How to Apply for this Job

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Kieran Dodds/Tearfund

## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Finance Manager - South Sudan
<b>Group</b>	International Group
<b>Team</b>	South Sudan
<b>Location</b>	Juba
<b>Responsible to</b>	Country Director

### Part 1 – Job description

#### 1. Main purpose of the job

As part of the Senior Management Team the Finance Manager (FM) is responsible for maintaining a system of financial record-keeping from which to provide the Country Director, Senior Management Team and Tearfund at regional and UK level with timely, accurate and meaningful financial management information to enable them to monitor and manage the programme covering both partner programmes and field offices effectively. In accordance with Tearfund policies and guidelines, to maintain a system of sound internal and partner controls in order to safeguard Tearfund assets, mitigate against the risk of financial loss and fraud and satisfy donor and statutory audit requirements. To ensure the programme's financial accounting records and systems and procedures, both for directly implemented work as well as partners are compliant with Tearfund standards, Donors and Government requirements.

#### 2. Position in organisation

- Grade: 3
- Reports to: Country Director
- Dotted line report to Regional Finance Lead [ECA]
- Direct Reports: Assistant Finance Manager, and/or Finance Officers at programme level
- Dotted Line responsibility for: Field based Finance Officers
- Works closely with: senior management team members, including Programme Director,, Program Funding Coordinator, HR Manager, Logistics Manager, Area Coordinators, Program Managers and the Director of the NGO Forum.
- Works closely with: Regional and and Global finance staff.

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:-

- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### **4. Organisational requirements**

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

#### **5. Key Responsibilities**

##### **5.1. Programme Strategy**

- Support the Country Director in developing and maintaining an appropriate funding strategy to support programme implementation in accordance with target expenditure ratios and Tearfund's funding strategy guidelines.
- Supervise the preparation, and submission for approval, of the annual core budget by the Head of International Finance.
- Represent the finance function in SMT discussions, ensuring financial considerations are taken into account in reviewing and planning programme and project planning and activities.
- Advise the CD on a strategy working with partners, providing advice and guidance on partners financial capacities and limitations and capacity building needs.
- Advise the CD, the NGO Forum leadership by providing periodic updates and financial advice and guidance the NGO Forum financial performance

##### **5.2. Project / Support function management**

- Ensure the timely preparation and communication of monthly financial reports for SMT members and regional and UK management, providing them with meaningful financial information to enable them to manage project and core budgets effectively. This should include identifying the reasons for significant variances against budget, and making recommendations for corrective actions to ensure expenditure does not exceed available funding, or to avoid returning donor funds.
- Work closely with project and partner staff in developing proposals (including budgets and activity schedules / plans) and subsequent donor reporting, in accordance with external donor requirements. Ensure that project budgets are complementary to the programme-wide financial strategy.
- Conduct regular field trips to project sites and partners to monitor compliance with financial procedures, review activity progress and assist managers in identifying the financial implications of changes in proposed activities and revising budgets as required.
- Maintain a set of complete and accurate financial records, including all relevant supporting documentation for each project.
- In collaboration with the programme team in supporting assessment of partner financial capacity pre-award; monitoring partner BvAs and transaction listings, and building capacity by providing relevant financial advice, coaching and training.
- Monitor, supervise and assist in preparing all interim financial statements / completion reports to donors to ensure compliance with contractual and legal requirements.
- Induct and regularly advise project and partner staff on finance systems and controls and how to effectively supervise the finance function in their locations.
- Oversee briefing and training of new staff on financial procedures relevant to the role
- Advise the Logistics Manager, Area Coordinators, Programme Managers on the cost implications concerning the selection, lease and management of appropriate office, residential and other buildings as required and the cost implications of fleet management, warehousing management and stock control and procurement of goods and services.
- Facilitate visits by, and meet the requirements of, external and internal auditors.

### **5.3. Corporate policy and compliance**

- In conjunction with the Country Director, and HR and Logistics and Managers, ensure the programme is compliant to financial policies and procedures set out in Tearfund's Global Operating Manual (GOM)
- Set up and maintain appropriate accounting systems and procedures as prescribed in accordance with standard Tearfund policies and donor requirements.
- Monitor procedures to prevent and mitigate against fraud as per the Fraud Prevention and Response Plan.
- Ensure all documentation for completed projects is archived and stored for audit in accordance with Tearfund's Project Completion Requirements.
- Assist the Human Resource Manager to ensure compliance with all host country contractual and statutory financial requirements.
- Ensure, where applicable, partner compliance with TF and donor guidelines and ensure the quality of external audits
- Ensure all audits (internal and external) are planned for, supported and conducted according to established audit processes and lead the process of ensuring that audit recommendations are implemented including updating the CD and senior management team
- Contribute to risk management by monthly updating the risk matrix with assessed potential financial risks and supporting the implementation of risk mitigation plans in the country risk management plan

### **5.4. Team management**

- Support the development and modelling of a team culture characterised by a shared understanding of Tearfund's vision and programme objectives, and commitment to Tearfund's values and behaviours.
- Lead and manage direct reports and the wider finance function ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective team work and inclusiveness and building a team spirit through regular meetings and events.
- Implement Tearfund's performance management system with direct reports and within the operational programme, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, development planning and exit interviews, carried out for staff, and take appropriate remedial action to address any areas of poor performance.
- Provide spiritual and pastoral support to direct reports and other staff where appropriate.

### **5.5. External representation**

- Assist the Country Director with representation to the government, securing and maintaining the necessary approvals to operate, ensuring coordination and constructive working relations.
- In conjunction with the Country Director and other staff, represent Tearfund to other NGOs, UN agencies and visitors ensuring coordination and attendance at relevant interagency technical, sectoral and security coordination networks as necessary.
- In consultation with the Programme Funding Coordinator and senior management team, liaise with in-country donors on all aspects of financial management and reporting.
- In collaboration with Programme Director represent Tearfund's corporate procedures and compliance requirements with partner finance and management staff.

## Part 2 – Person specification

### Job title: Finance Manager

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree and/or equivalent qualification in a business administration, financial management, or related discipline</li> <li>Qualified accountant (ACA or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualification in accounting and financial Management qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven financial management experience post graduate - qualification</li> <li>Proven experience of planning and budgeting</li> <li>Proven experience in institutional donor financial reporting</li> <li>Proven experience in capacity building national staff</li> <li>Developing financial systems for organisations</li> <li>Working with accounting software and online systems</li> <li>Experience in overseeing organisational financial compliance</li> <li>Experience supporting internal and external audits</li> </ul>	<ul style="list-style-type: none"> <li>Proven application of good practice standards: SPHERE, Core Humanitarian Standard and Red Cross Codes of Conduct.</li> <li>Proven experience in project design and management</li> <li>Experience of using "PS Financials" accounting software</li> <li>Experience in team management</li> <li>Proven experience in working with local NGOS on financial capacity development</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> <li>Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> <li>Fluent in written and spoken English</li> <li>Excellent written and verbal communication skills, particularly in communicating complex financial data to non-finance staff</li> <li>Excellent leadership and management skills</li> <li>Analytical and problem solving skills</li> <li>Excellent organisational and administrative skills</li> <li>Ability to safeguard the wellbeing of children and vulnerable adults</li> <li>Good computer skills (MS Office, Google Suite)</li> </ul>	<ul style="list-style-type: none"> <li>Mentoring, training and capacity building and training skills</li> <li>Excellent report writing skills</li> <li>Negotiation skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Committed Christian with a personal relationship with God</li> <li>Committed to Tearfund's Mission, Values and Beliefs</li> <li>Self-disciplined with ability to work proactively, using own initiative.</li> <li>Flexible and resilient, able to accommodate changing priorities and to remain calm under pressure.</li> <li>Demonstrates sensitivity and skills in working cross culturally.</li> <li>Self aware and able to learn from others.</li> <li>Servant leadership</li> <li>Able to balance task-delivery and people-focus</li> <li>Willingness to live and travel in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>A people and team developer</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>Regular travel across cluster countries is a requirement</li> <li>All roles require a DBS/Police check</li> <li>Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		