

JOB PROFILE

How to Apply for this Job



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

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 though 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.

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

Job Title	Senior Regional Accountant - East & Central Africa
Group	Finance and IT
Team	International Finance
Location	ECA Region (South Sudan, Burundi, Rwanda, CAR, DRC or Ethiopia)
Responsible to	Regional Finance Lead - ECA

Part 1 – Job description

1. Main purpose of the job

To provide active and responsive support to countries in the East & Central Africa (ECA) Region under the supervision of the Regional Finance Lead. To ensure first class and customer focused finance oversight services are effectively delivered to the Regional team including Regional office and country offices. The post holder will assist in ensuring controls and compliance requirements are operating effectively, project financial reporting is delivered to time and quality, risks are promptly identified, managed and recommendations provided to mitigate emerging risks. As deemed necessary, provide surge support to country offices or as directed by the Regional Finance Lead.

2. Position in organisation

- Grade 2
- Reports to the Regional Finance Lead
- Works closely with Country Finance Managers, country office finance staff
- Works closely with the other members of the International Finance team

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 Prays 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. Scope of job

To provide strategic finance business partnering support covering the following areas:

- Finance Capacity Building
- Regional Financial Support
- Financial Reporting and Management
- Corporate Policy & Compliance

6. Duties & Key Responsibilities

Capacity building

- To provide finance training sessions for finance and non-finance staff as required for Regional staff as well as operational country offices.
- Operational and model 2 and 3 countries visits & capacity building; support on partner training, including on partner assessment.
- Nurture and maintain effective relationships with all levels within Tearfund but especially with the Regional team, Country Directors, finance staff in the Region and the international finance team.
- Provide Country Cash book (CCB) training and support.

Transactional Processes

- Booking monthly programme recoveries for Regional-based staff
- Oversight of Barclaycard & Cash Advance balances
- Quarterly Balance Sheet reconciliations (Cash in Transit, Expense Advances, etc)
- Processing cash requests from operational countries
- Monitor risk of funds being held overseas
- Prepare periodic payroll reconciliations and balance sheet reconciliations for the ECA Region.
- Provide proactive responses on UK and field account queries as may arise.

Financial Reporting and Planning

- Support model 2 and 3 countries in preparation of the annual budget.
- Collates figures & commentary for monthly finance meetings with Intl Director
- Providing responsive support to Regional Finance Lead (ECA) so that the financial management reporting is prepared with full explanations for material variances against budget and profile.
- Preparing Appeal BvAs (with support from respective International Accountant)
- Check donor reports against financial accounts for completeness and accuracy to ensure the integrity of Tearfund's financial data for large institutionally-funded projects.
- Review institutional projects reports received from model 2 and 3 countries and support the Regional Finance Lead in preparing monthly BvAs in relation to this.
- Ensuring model 2 and 3 countries monthly/quarterly bank, cash and other balance sheet reconciliations are submitted and reviewed in a timely manner.
- Ensuring partner's financial report reviews and reconciliation are carried out in a timely manner.

Project/Support function Management

- Assist model 2 and 3 countries in developing proposals (including budgets and activity schedules / plans) and subsequent revisions in accordance with external donor requirements.
- Provide support in maintaining a set of complete and accurate financial records for the Region, including all relevant supporting documentation for each project.
- Work alongside Tearfund partners in the operational countries to develop financial management capacity, and make visits to partners within those countries as required and instructed by the Finance Regional Lead.
- Provide responsive support to assist relevant country offices with preparation of statutory accounts and financial reporting to local authorities as may be required.

- Monitor, supervise and assist country offices in preparation for external audits and ensure compliance with contractual and legal requirements, as well as with Tearfund's internal policies and procedures.
- Provide responsive support to the Regional team in ensuring implementation of audit recommendations is periodically checked and followed up accordingly with specific countries.
- As may be required to provide a surge role for finance in the absence of country finance manager/s and emergency response Finance Managers when deemed necessary and as directed by the Regional Finance Lead.

Corporate Policy and Compliance

- Assist Regional Finance Lead in ensuring consistency & compliance with Tearfund's internal financial policies and procedures across the countries within the Region.
- Assist Regional Finance Lead in ensuring compliance with all contractual and statutory financial requirements Support country offices to ensure they are well prepared for external and local-statutory audits and are compliant with donor policies
- Carry out Solvencies assessment on Partner's audited financial statements within the specified time as required including global partners.
- Assist Regional Finance Lead in monitoring procedures to prevent / mitigate against fraud
- Provide responsive support to the Regional team as requested by Regional Finance Lead to ensure all internal audit issues and follow-up actions are effectively managed and reported on to the Audit, Risk and Finance Committee (ARF)
- Ensuring all financial documentation is archived and stored in accordance with Tearfund's standard procedures.
- Update the Global Audit register with key findings of local and donor audits.

Part 2 – Person specification

Job title: Senior Regional Accountant - East & Central Africa

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • ACCA or equivalent professional qualification 	
Experience	<ul style="list-style-type: none"> • Extensive post-qualification experience • Demonstrated experience in capacity building • Demonstrated experience working with accounting software and online systems • Proven experience in budgeting and budget management • Proven experience in donor financial reporting • Demonstrated experience in overseeing organisational finance compliance • Proven experience in supporting programme teams in project design and management 	<ul style="list-style-type: none"> • Demonstrated experience developing financial systems for an organisation • Experience using PSF accounting software • Experience of working with and supporting NGO grant partners
Skills/Abilities	<ul style="list-style-type: none"> • Excellent English verbal communication and writing • Mastery of computer systems, including Excel and other financial management software • Ability to communicate complex financial data to non-finance staff • Organised with strong administrative skills • Ability to work cross-culturally and build relationships with staff across multiple locations • Strategic thinker • Ability to work under own initiative and make decisions within a clear systems framework • Willing and able to travel within the ECA Regional Countries 	<ul style="list-style-type: none"> • Ability to communicate in French
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to Tearfund's Mission, Values and Beliefs • Christian motivation in relation to injustice and serving those in need. • Team player who works well with others • Self-motivated and able to use own initiative 	

	<ul style="list-style-type: none"> ● Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding ● Willing and able to travel approx 35% of the time 	
OTHER COMMENTS: <ul style="list-style-type: none"> ● Regular travel across ECA countries is a requirement ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		