

act:onaid Job Description and Person Specification

Job Title:	Head of Finance		
Directorate:	Finance	Salary Level	SENIOR MANAGEMENT (SM) 5
Reports to:	Country Director		
Location:	Accra		
Direct Reports:	Finance Manager, Accountant (Head Office)		
Job Role			
Role Overview:	<p>The Head of Finance, reports directly to the Country Director with functional remit to the Africa Regional Finance Advisor. This position has significant horizontal matrix relationships and requires effective team working with AAG and GS key staff members including finance staff in regions, GS, Regional and Project Managers and other functional heads in the Country as well as with AAG partner staff. The role is responsible for the development of financial strategies, plans, systems and policies and monitoring to ensure compliance and leading to build relevant organizational financial capacity to ensure effective delivery of set organizational goals.</p>		
Accountabilities			
Key Responsibilities:	Key Activities		
<p>Financial Reporting and Control- produce reports- management, statutory and otherwise in accordance with organisation's policies and statutory requirements for management, General Assembly, Board of Trustees and for filing with appropriate statutory institutions</p>	<ul style="list-style-type: none"> • Maintain an accounting system that ensures data integrity and accuracy of reports of information generated from the system • Ensure timely preparation of management reports for management and the Board and present such reports to management at Senior Management meetings • Present management reports to the Finance and Audit Committee and to the Board of Trustees and General Assembly as and when required on a timely basis to support strategic decision making in the organisation • Prepare on timely basis, all financial tables at midyear and year-end for consolidation by ActionAid International Director of Finance • Develop and maintain internal control systems that facilitate budget tracking, cash flow monitoring, safeguarding of assets and ensuring that procurements provide value for money always and in all parts of the organisation • Develop corporate financial strategies, policies and procedures for the Affiliate Programme in line with the Federation's policy framework as 		

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	<p>well as the legal and other regulatory frameworks of Ghana</p> <ul style="list-style-type: none"> • Monitor the implementation of and compliance with the Organisation's financial policies and procedures by staff and management • Create and present finance and budget reports regularly to CLT and senior management team to facilitate effective decision making • Respond to requests from GS as and when required
<p>Budgets and Forecasts- produce budgets and forecasts for the Affiliate Programme in line with AAG and AAI strategic plans</p>	<ul style="list-style-type: none"> • Provide budget guidelines, templates and economic data to facilitate regional and mission and strategic enablers budgeting • Provide a framework for annual income allocation and communicate other resource requirements of the Affiliate Programme (AP) to management and other budget holders to facilitate planning • Consolidate LRP and thematic plans from templates into a Three-Year Plan (TYP) for the CP and present same to Executive Management for consideration and for Board approval • Submit TYP and participate in Global Secretariat (GS) annual budget conference for budget discussion and consolidation • Ensure that approved budget is translated into cash flow and uploaded into SUN 6.3 for implementation • Generate Table H (ActionAid UK remittance request forecast) for approval and funds request
<p>Treasury Management</p>	<ul style="list-style-type: none"> • Plan for long term funding requirements of the organisation's activities and interventions. • Ensure availability and appropriate distribution of financial resources across the organisation in a manner that will ensure efficient and effective utilisation of resources and prevent financial crises in any part of the organisation through regular monitoring and analysis of the liquidity situation of the country programme. • Establish banking relations and arrangements to leverage the organisations liquidity as well as to minimise bank and other related charges and risk. • Lead in the appraisal and advise on financial aspects of partnership project proposals for the country programme.
<p>Partnership/NGOs- develop a framework that supports and facilitates</p>	<ul style="list-style-type: none"> • Establish mechanisms that ensure that financial abilities of potential partners/ NGOs, peoples organisations and social movements including their internal control systems, documentation and capacity to report on expenditure, is properly assessed before long-term funding relationships are established where applicable.

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<p>partnership relationship building and accountability</p>	<ul style="list-style-type: none"> • Ensure that the financial capacity for partners including people's organisations and social movements is developed in a systematic way, particularly through training workshops, coaching, feedback on reports and from audit exercises and expenditure verifications. • Ensure that expenditure reporting by partners meets quality, accuracy, data integrity and overall financial management objectives of AAG and donors through provision of reporting templates, formats and guidelines to facilitate quality financial reporting of such partners. • Review audit reports of partners and facilitate implementation of audit recommendations to ensure maintenance of effective and efficient internal control consistent with the Top 10 Basics.
<p>Women's Rights Analysis and Mainstreaming-support efforts that mainstream women's rights in all aspects of ActionAid's work including the finance function</p>	<ul style="list-style-type: none"> • Work closely with other members of the Country Leadership Team especially theH/HROE to ensure that appropriate recruitment policies and procedures are implemented within the organisation in order to achieve equality of gender ratios in the staffing of finance positions, particularly at senior level • Participate in the establishment of planning, evaluating and reporting systems to ensure the system facilitates the assessment of the impact of ActionAid Ghana's women's rights work • Ensure that the regional programmes' finance functions develop and implement procedures and practices in the workplace that are gender sensitive and equitable. • Analyse women's rights components of programmes and thematic expenditure to inform management about the extent to which women's rights is mainstreamed in programme activities.
<p>Auditing and Verification-supervising expenditure verification of Regional Accountants, arranging and facilitating local and international external audits as well as GS internal audits</p>	<ul style="list-style-type: none"> • Liaise with Internal Auditor to identify risk areas that should feature in the internal auditors audit plan • Agree audit plan and time table with ActionAid Ghana (AAG) external Auditors, GS external Auditors, GS internal auditors, and other audits that shall be initiated for the CP. • Arrange all audit visits and provide logistics to facilitate the audit process and conduct. • Arrange and attend audit debriefings between auditors, Finance and Audit Committee and Management • Consolidate management's response to audit reports and forward to auditors for finalisation, and assign individuals to be responsible for implementing audit recommendations. • Monitor implementation of audit recommendations and provide appropriate responses to auditors regarding status of implementation

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	<p>with the ultimate goal of ensuring effective and efficient internal control systems</p>
<p>Donor Contract Management- develop appropriate financial control mechanisms to ensure effective management of donor projects to ensure successful implementation to meet the donor contract management conditions and enhance their satisfaction.</p>	<ul style="list-style-type: none"> • Identify partnership funding needs of the organisation and develop the necessary control mechanisms to monitor achievement of long term funding objectives of the country programme. • Facilitate review of donor projects and ensuring that terms of donor contracts are adequately complied with. • Ensure timeous submission of quality financial reports to donors in accordance with contract terms and conditions. • Provide the necessary guidelines and templates to facilitate donor contract management and data storage and retrieval for future management purposes. • Participate in donor project accountability and management team meetings and provide the necessary technical support to management to ensure effective implementation of donor funded projects. • Supervise and participate where required in proposal development, costing and budgeting of partnership project activities. • Support regional finance team members on regional specific donor contract management to ensure compliance.
<p>ActionAid International Corporate Finance Team Member- actively participate as member of corporate finance team in taking decisions that impact on poverty issues</p>	<ul style="list-style-type: none"> • Initiate procedures that are responsive to changes in the corporate finance function of the Federation that requires the country programme's compliance. • Communicate and liaise with Regional Finance Advisor and International Finance Director and other Heads of Finance on all global finance issues that requires the input of the country programme. • Support capacity building and induction of other Heads of Finance as requested by the Support and participate in other corporate initiatives such as bidding for local or multi-country projects that involves the country programme and or the country's support as part of our dual role. • Attend and actively participate in biannual Heads of Finance meetings
<p>Other Operational Responsibilities</p>	<ul style="list-style-type: none"> • Payroll Management- Ensuring that staff salaries are processed on time and accurately as well as ensuring that all statutory deductions are effected and paid in accordance with the laws of Ghana • Ensure timeous circulation of annual audited reports to the Board and General Assembly Members before AGM in accordance with the companies' code and the country programme's governance manual. • Provide recharging support to other AA County Programmes with

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	<p>regards to their presence in Ghana and follow-up on the crediting of same to the country's account held by the GS. Undertake other responsibilities assigned by the International Directors, and the Country Director</p> <ul style="list-style-type: none"> • Undertake capacity building of finance staff to improve their ability to perform their functions effectively and efficiently • Undertake finance training for non-finance staff to bridge the gap between finance staff and non-finance staff with regards to financial management of the Organisation. • Set targets and undertake annual appraisal of finance staff supervised to assess their performance and recommend or provide appropriate support required to improve their performance and productivity.
Governance Function	<ul style="list-style-type: none"> • To act as secretary to the AAG Finance and Audit Committee of the AAG Board and support the Committee in all its functions as set out the governance manual • To attend the AAG Board and General Assembly meetings and provide accurate, timeous and objective reports on the financial performance of AAG to aid Members' decision making
Safeguarding obligation	<ul style="list-style-type: none"> • Lead in streamlining AAG child protection and safeguarding practices into project and proposal development • Coach programme team on child protection and safeguarding issues • Practice child protection and safeguarding regulations and also ensure finance staff compliance to the policy
General Leadership	<ul style="list-style-type: none"> • Assist in the establishment of structures and systems for the effective management of the organisation • Provide useful suggestions/advise on Programme, Fundraising, HR and Financial management to CD as and when necessary • Participate <i>in</i> decision-making at Country Leadership Team//SMT meetings and explain key decisions and policies of AAG to staff • Review and input into papers from other CPs and units of the Federation
Typical People Management Responsibility	
Approximate number of people managed in total	2
Matrix Manager – (projects/dotted line)	Africa Regional Finance Advisor
Team Leader	Yes
Grandparent- manager of Team Leaders/Managers	Country Director
Person Specification	
Education &	Must be a member of a recognised professional accounting body such as

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Certifications	ICA, ACCA, CPA and CIMA Must have a high degree (at least Masters Level) in Accounting and related field Must have at least 10years' experience of financial management (at least 5 years at a senior management level)
Essential Knowledge Experience and	Must have advanced knowledge of the use of accounting software (knowledge of SUN Accounting and Vision Executive will be an added advantage). Must have strong knowledge of internal controls and budget/cash flow monitoring. Must have a good knowledge of regional and international accounting standards.
Desirable Knowledge Experience and	Experience in financial management of development projects especially for projects funded by development partners DFID, EU and
Competency Profile	
Competency	What it looks like
Management	Must be able to work with very little supervision. Must be able to supervise finance, IT and fundraising staff effectively Must have proven experience in training, coaching, mentoring and developing others. Must have experience of working effectively and comfortably in a cross-cultural environment and with multi- and interdisciplinary teams in a large organisation.
Feminist Leadership Approach	Knowledge of feminist leadership principles and ability to exhibit and foster feminist leadership approach to create a conducive atmosphere for increased productivity.
Other Behavioural Competencies including:	Core Integrity; excellent interpersonal; communication and negotiation skills; fluency in written and oral English; team working including virtual team-working; self-motivated; innovative mind set, high learning ability; active listening skills; demonstrated initiative; high levels of gender sensitivity; stress tolerance and good judgment.