***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Lato size 11)***

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| **TITLE:**   Finance Officer | | |
| **TEAM/PROGRAMME: Save the Children in North-West Balkans** | **LOCATION: Sarajevo** | |
| **GRADE**: ( | **CONTRACT LENGTH:**  ***12 months*** | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive). | | |
| **ROLE PURPOSE:**  *The job holder performs roles in the finance area, including implementation of internal SC accounting procedures and provision of the finance function. The job holder must ensure the smooth functioning of financial systems in place, the integrity of accounts and provision of reliable financial information to a range of stakeholders in both emergency and development programme contexts.* In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to: *Director of Finance and Support Services***  **Budget Responsibilities:/a**  **Role Dimensions**: ***(e.g. complexity, relationships, communication with stakeholders)*** | | |
| * **KEY AREAS OF ACCOUNTABILITY**   **Banking and Cash Management**   * Make daily cash/bank payments and ensuring all payments are done in compliance with SC policies and procedures, i.e. they are correctly authorised in accordance with the Scheme of Delegation, are coded and supported by relevant forms and documentation * Responsible for ensuring that all payments are made on time * Maintain contacts with representatives in the local bank and prepares correspondence on all matters in relation with SC bank account * Prepares regular cash counts and reconciliation of cash * Prepare information for calculation of national staff salaries for the contracted agency that does the payroll tax calculation * Ensure that all payment forms and supporting documents are properly referenced, organized and filed and that they are in compliance with audit and donor requirements * Ensure that an adequate level of cash flow is maintained for the CO in consultation with budget holders * Monitor accounts receivable, and follow-ups with debtors (to ensure that cash is received on time / as required) * Issuing and monitoring of w.ork floats and cash advances, ensuring they are settled in a timely manner. * **.**Entering all transactions into the financial system on a daily basis; entries are accurate and timely * Record and account financial transactions related to programme activities and operations. * Assist programme staff in providing proper project/account codes * Prepare monthly journals * Undertake account reconciliations, including with various balance sheet accounts * Preparing the weekly Remittance Report on ProSave system to record the payment. * Assist in preparation/planning and implementation of audit of annual financial statements or project specific audits * Reporting * Assist in the provision of accurate and timely reports for SMT, Regional Office, members and donors * Supports the Director in preparation of accurate and timely financial reports and attachments to the RO, Centre, members and donors * Provide information and reports to the Director of Finance and Support Services, or to others on request * **Awards Management System** * Maintain and update documentation on key business processes * Prepare regular monthly financial reports for grants/contracts for budget holders * Work with budget holders to estimate funds request on a timely basis to ensure resources are in place for carrying project activities * Ensure sufficient levels of cash are available according to programme/operational needs * Assist in conducting Organizational Capacity Assessment for partners. * Assist in conducting financial management assessment for partners (pre-award assessment). * Responsible for visiting part of the partners to review their financial reports and their supporting documents. * Responsible for VAT reimbursement for projects funded by Donors that allow VAT exemption and reimbursement. * **General duties** * Inform the Director of Finance and Support Services of any operational problems or discrepancies relating to the financial management of the programme and proposing solutions to it * • Assist with other financial tasks if required | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**  ***Degree in accounting and /or finance management*** | | |
| |  | | --- | | **EXPERIENCE AND SKILLS**   * 3 years experience in an accounting/finance * Proficiency in Microsoft Officer Products (Word, Excel, Outlook, PowerPoint) and financial software such as Agresso. * Ability to communicate effectively, with a solid command of both spoken and written English * Responds to requests and queries in a timely manner * Sound planning and organisational skills, and a proven ability to meet deadlines - must be outcome driven and accountable * Good information-sharing/ communication skills in communication with staff and partners * Strong problem-solving skills with an eye for detail, show initiative and work independently * Commitment to the vision, mission, values, principles, and aims of Save the Children * Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams in the event of emergencies * Fluency (Verbal and Written) in English is required. * Excellent presentation and facilitation skills. * Strong team player, collaborative and capable of building effective relationships across all levels * Experience in the NGO sector preferred * Strong results orientation, with the ability to challenge existing mind-sets * Comply with the requirements of Save the Children’s Safeguarding Policy and other Global Policies. * A commitment to promoting diversity and equality of opportunity in employment and empathy with SC values and objectives. * Commitment to and understanding of Save the Children International’s aims, values and principles. | | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |