**FINANCE MANAGER– JOB DESCRIPTION TEMPLATE (JDT)**

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| **Qualities** | **Description** |
| **Summary** | * The Regional Financial Officer (RFO) will be the regional staff person who is charged with supporting the Regional Director in ensuring that the Financial Management Standards of Excellence are met throughout the region. Most regional directors have no formal financial or accounting training, yet in their line authority they have the oversight of substantial financial resources and substantial financial operations. The RFO, therefore, represents the experienced financial resource who can support the RD, the regional senior management team, and the CR/HOOss. The RFO will report to the Regional Director, and have a dotted line reporting responsibility to the Chief Financial Officer |
| **Key Responsibilities** | **Leadership**   * The Regional Finance Manager serves as the principal advisor to the regional leadership on all matters relating to financial management for the region. S/he plays a leadership role in supporting country programs in shaping their country program’s processes and practices in the area of financial management. The Regional Finance Manager prepares financial information and interprets results to promote stewardship and manage risks for the region. S/he stays abreast of changes in the financial operating environment and promotes policies and processes to ensure the country programs adapts to these changes. S/he ensures the Finance teams in the Country Programs consistently deliver a high standard of customer service. As a change agent, s/he champions, supports and oversees the implementation of new financial strategies, processes, tools, policies and procedures in the region.   **Financial Management and Analysis**   * Monitor that all country programs’ financial accounting environment is in compliance with CRS’ policies and procedures, Generally Accepted Accounting Principles (GAAP), donors’ rules and regulations and legal requirements. * Monitor regional project budgets (e.g. Regional Reserve funds, regional training funds, etc.) and restricted fund balances. Identify and make recommendations concerning opportunities for reallocation of regional resources. Act proactively in identifying potential problem areas in managing to budget * Oversee the development and implementation of robust local financial systems and processes. * Facilitate the opening and closing of a country program (including emergency programs) by providing financial guidance and assistance in final accounting. * Ensure financial records and transactions, including those for charges received via the Intra-Agency process, are adequately monitored and responded by country programs. * Monitor regional payroll charges for international staff to ensure that budgets are charged accurately and default codes are updated regularly. * Prepare quarterly financial analysis reports for submission to Regional Team, and other reports as requested by the RD or HQ/Finance. * In coordination with Country Representatives, the Regional Director and HQ Finance, identify, assess and resolve financial management issues. * Assist and guide the Country Offices in the implementation of new systems, tools, policies and processes. Critique implementation and provide guidance toward improved performance. * Facilitate the roll out of the agencies Cost Accounting procedures at the Country Office level by providing technical support to the Country Office team. * Provide guidance on technical financial and accounting issues, such as accounting for micro-finance entities * In cooperation with HQ finance and Regional staff, assist Country Programs as needed to ensure the submission of timely and accurate financial data to Headquarters. * Complete a review and provide feedback on the Country Program financial packages on a quarterly basis. * Provide assistance as needed for the year end closing process. * Provide support to country programs as needed in reinforcing agency financial management policies and meeting standards of excellence.   **Planning & Budget Administration**   * Assist the Regional team in the development and review of the annual budget and the APP. Provide first level review of data in APP to ensure compliance with agency and regional budgeting guidance * In close collaboration with Country Representatives and Finance Managers assists the process of preparation and submission of the Annual Program Plan (APP) and the Current Year Spending plan updates. * Ensure/monitors that all country programs’ board approved budgets and subsequent amendments are correctly recorded into SunSystems. Ensure budget amendment processes are in accordance with CRS’ policies and procedures. * Support Country Programs in reviewing budgets for new programs/projects and revisions of existing projects. Ensure that reasonable estimates of direct cost and shared direct cost are used in budgets, based on historical data and current market conditions. In addition, s/he ensures that accurate indirect cost and support services rates are used in accordance with policies and guidelines.   **Treasury**   * Analyze and review quarterly cash forecasts submitted to HQ, to ensure efficient management of cash flows. In addition, ensure that cash forecasts submitted to donors are accurate and based on proper cash flow planning. * Ensure availability of sufficient, but not excessive, cash in the CP’s operating account, by establishing cash balance monitoring systems to trigger timely accounts’ replenishments. * Ensure bank accounts are managed in accordance with finance and treasury policies. Coordinate the opening and closure of bank accounts and maintain an accurate list of bank signatories. In addition, keep HQ/Treasury informed of changes in bank signatories. * Ensure that monthly bank reconciliations are performed in accordance with the Bank Reconciliation Procedure for all bank accounts and approved bank reconciliation forms are submitted to HQ/Finance on timely basis. * Monitor currency exchange rates and alert management when/if unusual or unexpected changes occur. Institute measures to mitigate unfavorable foreign currency exchange exposure. * Promote efficient and innovative solutions to cash management based on current trends. Such solutions might include electronic banking and mobile banking, when feasible and appropriate. S/he designs and implements internal controls adapted to such innovative solutions.   **Subrecipients’ financial management and Capacity Building**   * Under the guidance of and in coordination with HQ Finance and Regional staff develop and deliver least least one-targeted regional financial training per year. * Coordinate with peers to share knowledge and develop best practices for RFOs and FMs. * Provide TDY assistance, as needed, during emergencies and other contingencies. * Participate in annual trainings developed by HQ for the RFOs. * Build and strengthen the capacity of country programs to implement the sub-recipients policy. Plan and organize regular trainings and other capacity building initiatives such as exchange visits to ensure that subrecipients acquire and maintain the skills required to manage financial resources provided by CRS and other donors.   **Grant Management**   * In coordination with country and HQ/Finance staff, monitor grant spending to ensure timely expenditure of donor funds and project closure and adherence with donor regulations, both for centrally-funded and locally-funded grants. * Regularly review and assess country compliance with financial management requirements of federal awards. Support country finance staff in Identifying problem areas, and developing work plans to resolve. * Supports the ongoing financial management of grants and related cost-shares through timely communication with Country Programs, to ensure budgets are not overspent or significantly under-spent. * Monitors the timely and complete closure of all expired grants and cost shares in conjunction with HQ/Finance.   **Risk Management and Compliance**   * Monitors regional adherence to the Agency’s financial policies and procedures and compliance with all donors’ financial requirements. * Provides technical support to ensure internal control systems are in place and followed by all Finance Managers in the Country Programs/region.   **Audit Follow-Up**   * Actively engage with internal and external audit teams and ensure findings related to financial management are closed within the prescribed deadlines. * Monitor implementation of action/corrective action plans relative to both internal and external audits and report back to Regional management and HQ. * Track Regional audit trends.   **Finance Personnel Management and Overall Capacity Strengthening**   * Mentor and coach finance staff in the regions. In addition, design and implement succession plans for finance staff. * Ensure that job descriptions for Finance employees in all Country Programs are up to date. * In addition, ensure that performance and development plans are prepared each year. Complete annual performance appraisals for supervised staff. Make these documents a useful tool for employees to maintain and improve their performance. |
| **Key Working Relationship** | **Supervisory:**  Regional Financial Analyst  **Internal:**  Regional Director, Sub-regional Representatives, E/ME Management Quality staff, Country Representatives and Heads of Office, country program finance staff, Internal Audit, Headquarters Finance staff  **External:**  External auditors, donor representatives |
| **Agency-wide Competencies** | * These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results. * Serves with Integrity * Models Stewardship * Cultivates Constructive Relationships * Promotes Learning |
| **Personal Skills** | * Strong leadership, management, and analytical skills. * Strong customer service orientation and effective communication skills (good listener, positive, supportive, clear, constructive, and accessible) both written and verbal. * Knowledge of English is required. Spanish/French preferred * Excellent skills in Excel required. Knowledge of other application software, such as Word, Visio and PowerPoint highly desired. * Strong planning, analytical and organizational skills. * Ability to prepare training materials and to present training materials. * Ability to learn fast and adapt quickly to change. * Willingness to work the hours needed to meet deadlines, and work well under pressure. * Desire to work in a collaborative and proactive team environment, but able to work independently. * Self-starter with the ability to effectively manage multiple priorities. |
| **Qualifications** | * University Degree in Accounting, Finance or related field or equivalent work experience required. A professional certification in Accounting or a related field highly desired. CPA/CA or MBA preferred. * Minimum of eight years professional experience in a financial management position of responsibility, at least three of which is in a supervisory position required; * Strong knowledge U.S. Government funding regulations for International NGO’s. * Budgeting and budget management experience required. * Knowledge of SunSystems financial accounting package or similar financial reporting software highly desired. Strong computer skills. Proficiency in MS Office required. Knowledge of Sun Systems and JD Edwards preferred. * Proven ability to analyze reports or issues and to provide appropriate recommendations required. * Availability to perform work assignments out of the country required. * Sound knowledge of local law in the areas of taxation and local regulatory reporting obligations is required * Strong knowledge of effective management practices desired * Knowledge of the relevant public donors’ regulations will be highly desired * Ability and willingness to travel 50% and to relocate |
| **Disclaimer** | * This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. |

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| Employee | Name | Signature | Date |
| Supervisor | Name | Signature | Date |
| CR or Designate | Name | Signature | Date |