

Save the Children International Senegal Office is recruiting:

01 Director of Finance

As a member of the Senior Management Team (SMT) in Senegal, the Director of Finance shares in the overall responsibility for the direction and coordination of the Country Office (CO).

The Director of Finance in his/her capacity is responsible for finance administration, fiscal management, grant management, and financial and grant reporting, in both emergency and development programming contexts.

Roles & responsibilities:

Planning and Budgeting

- Provide a robust financial oversight using appropriate tools such as Master Budgets and forecast projections. Ensuring committed funds, pipeline funds and funding gap outlook is up to date;
- Assist the Country Director in the management /administration of the Country Office resources and its sub-offices including (a) the formulation of country work program and resource allocation, (b) providing effective support and guidance to the Senior Management Team and other key program staff during planning and allocation exercises; (c) monitoring implementation of donor agreements and resource utilization. Highlight variances, provide analyses and recommend resolution or reallocation of resources;
- Work alongside the Director of Program Operations, Head of Awards and the Director of Programme Development & Quality in developing plans to meet funding and programming needs. This includes diversification of funding resources;
- Identify and effectively manage all key risks, especially financial, related to delivering the Country Office program. Develop mitigation plans at proposal stage;
- Ensure correct level of budget authority exists within Country Office;
- Manage financial aspects of budget development for new proposals;
- Ensure appropriate and adequate emergency finance and grants procedures are detailed in the Country Office Emergency Preparedness Plan in order to enable rapid scale up;
- Ensure budget holders understand their responsibilities (e.g., through training);
- Ensure sub-offices receive adequate support to operate efficient accounting systems, including timely receipt of monthly budget variance analysis by budget holders, timely answers to queries and scheduling tasks and deadlines;

- Work with the Director of HR to establish equitable staff compensation policies and practices within the approved budget and donor requirements;
- Work with the SMT and the Director of HR to design and implement a coherent organisational structure that is consistent with agency practices and appropriate to approved budget and program needs

Financial Accounting, Reporting, and Control

- Manage the Country Office financial systems and provide the SMT and all budget holders with a monthly update on the budget variance analysis;
- Ensure with the Director of Program Operations and the Director of HR that systems are in place for the control of all assets, funds, equipment, property, and facilities; submit timely financial reports to centre, Regional Office and donors as required;
- Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control including:
 - Annual accounts and tax statement preparation;
 - Accounting and management information systems;
 - Cash and cash flow management and control in particular gain/losses on currency exchange;
 - Financial procedures during emergency responses, including meeting all relevant responsibilities in the Rules and Principles for Emergency Response;
 - Expenditure procedures, especially around procurement;
 - Documentation of all controls and procedures;
 - Finance training for staff in the field and partners as necessary;
 - Availability of funds for sub-offices and the Country Office
- Monitor accurate and timely submission of financial reports and attachments to members, donors and government regulatory agencies
- Ensure quarterly effort reporting is prepared with major variances discussed with Regional Office and centre
- Coordinate submission of control reports, respond to findings and recommend resolutions or action plans
- Lead and participate in the development of finance policies and procedures to be able to maintain a well-financially controlled environment in both development and emergency contexts
- Coordinate and assist CD and Internal Control Manager during any internal or external audits
- Ensure monthly financial reviews (MFRs and FP&A packs) are prepared, reviewed with SMT, and submitted to Regional Office on time

Award Management

- Monitor completion of financial reports for grants/contracts. Ensure proper accounting and closing of books upon receipt of completed reports and documents from various sub-offices
- Coordinate the release of donor fund summaries from the members to ensure accurate and systematic accounting of grant transactions

- Provide guidance to finance and non-finance staff and coordinate efforts to ensure compliance with donor requirements
- Work with budget holders to estimate fund requests on a timely basis to ensure resources are in place for carrying project activities
- Ensure Country Office treasury operations are adequately managed
- Ensure timely and accurate information is provided through Grants Management systems
- Oversee and monitor sub grantees/ grants as required per SC policies and procedures
- Develop sub-grantees through training and capacity building
- Ensure that donor financial reports and narrative reports align ensuring appropriate checklists are applied with quality.

Qualifications and experience

- Recommended a minimum of 5 years management experience in a corporate or an NGO environment, of which three at a management level within the finance department of a national or international organization
- Experience with recent experience working in an emergency context
- CPA or equivalent degree (CA, ACMA, ACCA) strongly recommended
- Excellent understanding of business and financial planning including strategic modelling
- Excellent analytical skills – the ability to analyse complex financial data and design and produce effective management information
- Excellent experience of budgeting and budget management
- Excellent understanding of financial systems and procedures
- Strong business acumen and the ability to contribute to strategic decisions
- Excellent experience of computerised accounts packages, Excel, PowerPoint and Word
- Experience of general administration work
- Strong communication and interpersonal skills
- Ability to manage a complex and diverse workload and to work to tight deadlines
- Ability to build a small, proactive team, motivating staff and working collaboratively with colleagues and providing support and advice as necessary
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- A full appreciation of the value of co-operation, both internationally and within a team environment
- Understanding of Save the Children's vision and mission and a commitment to its objectives and values
- Written and verbal fluency in English and in French

Terms and conditions :

- National contract
- 2 years, renewable

The Organisation:

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

Application Information:

Please apply using a cover letter and up-to-date Curriculum Vitae as a single document. Please also include details of your current remuneration and salary expectations.

We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse.

Female candidates are strongly encouraged to apply

Applicants are advised that Save the Children International does not require any payment or expense during the entire recruitment process. Any request in this direction should be immediately reported as contrary to the values and practices of our organization.