

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

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| DIRECTOR OF FINANCE – SENEGAL Country Office | |
| TEAM/PROGRAMME: Senegal Country Office SMT | LOCATION: DAKAR |
| GRADE: TBC | POST TYPE: National CONTRACT LENGTH: 2Years, renewable |
| <p>Child Safeguarding: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people</p> | |
| <p>ROLE PURPOSE: 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</p> | |
| <p>SCOPE OF ROLE:</p> <p>Reports to: Country Director</p> <p>Matrix Report to: Regional Finance Director</p> <p>Staff directly reporting to this post: Finance Manager(s), plus strong matrix supervision of Field heads of Finance located across the Country.</p> <p>Staff Working Closely with: Members of the CO SMT and extended SMT, Budget Holders, Regional Finance Team</p> | |
| <p>KEY AREAS OF ACCOUNTABILITY:</p> <p>As a member of the Senior Management Team:</p> <ul style="list-style-type: none"> • Contribute to Leadership of the Senegal Country Office • Represent the steers of the Chief Finance Officer and Regional Finance Director • Provide reasonable independence in reporting the financial state of affairs transparently and completely • Support the development of an organisational culture that reflects our full spectrum approach, promote our fundamental values, foster accountability and high performance, encourage a team culture of learning, creativity and innovation, and free up our people to deliver outstanding results for children and excellent customer service for our Members and donors • Work closely with the Internal Control Manager and flag key global financial risks. • Help design and implement a coherent organizational structure that is consistent with SC practices and appropriate to programme needs • Help establish, maintain, and improve active and regular working relationships with: host government authorities, partner agencies including humanitarian and development donors, and local and international NGOs • Ensure Senegal Country Office complies with all Save the Children Quality Standards and Standard Operating Procedures • Ensure that all required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the Regional Office <p>Planning and Budgeting</p> <ul style="list-style-type: none"> • Provision of 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 (CD) in the management /administration of the Country Office resources and its sub-offices including (a) the formulation of country work program and resource | |

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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

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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.

Staff Management, Mentorship, and Development – Finance

- Ensure experienced, appropriate staffing within the finance team
- Ensure that all staff understand and are able to perform their role in an emergency response
- Manage finance team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly
- Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff incorporates staff development strategies and Performance Management Systems/Develop to Perform into team building process.
- Ensure adequate segregation of finance duties within Country Office. Manage the performance of all staff in the finance work area through:
 - Effective use of the Performance Management System/Develop to Perform including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;
 - Recognition of outstanding performance;
 - Documentation of performance that is less than satisfactory, with appropriate performance improvements/ workplans

COMPETENCES AND BEHAVIOURS (Our Values in Practice)

Core Competencies

Developing self and others – Problem solving and decision making – Applying technical and professional expertise – Working effectively with others

Adhere to SCI Values: Accountability; Ambition; Collaboration; Creativity; Integrity

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
- Supports a managerial environment across the Country Programme to lead, enable and maintain our culture of child safeguarding

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
- Future orientated, thinks strategically and on a country wide scale

Collaboration:

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- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions

Integrity:

- honest, encourages openness and transparency, builds trust and confidence
- displays consistent sound judgement

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

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.

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: Country Director

Date: 19/05/2014

JD agreed by: Finance Director

Date: 03/11/2014

Updated By: Country Director

Date: 16/04/2020

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| Evaluated: | Date: |
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