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| **JOB TITLE:** Finance and Awards Director | |
| **TEAM/PROGRAMME:** Mureke Dusome project | **LOCATION:** Kigali - Rwanda |
| **GRADE**: 1 | **TYPE OF POSITION & LENGTH OF CONTRACT:** National; |
| **Child Safeguarding:**  Level 3: the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  Save the Children is seeking a Finance and Award Director for a USAID-funded school community partnerships education project, locally known as Mureke Dusome. The Finance and Award Director is responsible for the management of financial processes and per Save the Children and USAID standards. The Director will work with country office finance and award management team to provide financial data analysis to the SMT and meet Save the Children and USAID reporting requirements. S/he will also provide audit support and provide capacity building to partner finance staff as needed in terms of financial management, systems and procedures. This position will also provide dedicated USAID compliance support and proactive compliance monitoring for risk assurance and capacity building (especially with regard to local sub grantees). | |
| **SCOPE OF ROLE:**  **Reports to:** Chief of Party  **Dimensions:** end date is July 2021 | |
| **KEY AREAS OF ACCOUNTABILITY:**  **As a member of the Mureke Dusome Senior Leadership Team:**   * Help establish, maintain, and improve active and regular working relationships with: host government authorities, partner agencies and donors. * Oversee the overall maintenance of the project premises, facilities assets and equipment (i.e. IT equipment, furnishings, etc.), maintaining inventories and controls to ensure that these are secure, in working order and efficiently utilized. * Support the Logistic and Procurement Coordinator to have an updated asset inventory on a regular basis. * Ensure the project complies with all Save the Children Quality Framework Essential Standards and Standard Operating Procedures.   **Planning and Budgeting**   * Assist the Chief of Party (CoP) in the management/administration of project resources including (a) the formulation of project work and resource allocation, (b) providing effective support and guidance to the Senior Leadership Team and other key program staff during planning and allocation exercises; (c) monitoring implementation of donor agreements and resource utilization; (d) highlighting variances, provide analyses and recommend resolution or reallocation of resources. * Identify and effectively manage all key risks, especially financial, related to delivering the Mureke Dusome program, including developing mitigation plans at start-up stage. * Review all contracts and leases to ensure compliance with donor requirements. * Ensure adequate insurance cover in place and kept up to date with suitable cover for maximum loss of assets.   **Financial Accounting, Reporting, and Control**   * Manage the project financial systems, review and consolidate monthly financial reports to ensure accuracy and to provide regular feedback to program managers and senior management, and provide the CoP and project leadership a monthly update on the budget variance analysis**;** * Ensure with the CoP that systems are in place for the control of all assets, funds, equipment, property, and facilities; submit timely financial reports to SC US, 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;   + Expenditure procedures, especially around procurement;   + Documentation of all controls and procedures;   + Finance training for staff and partners as necessary; * Monitor accurate and timely submission of financial reports and attachments to members, donors and government regulatory agencies * Prepare any budget revisions and projections and respond to any external questions from USAID and/or internal questions from within Save the Children’s management structure; confirm availability of funds for all requests for payment or charges to grants; * Ensure quarterly match and financial reporting, projections, and any other required donor submissions are prepared with major variances discussed with SC US and the Regional Office as required. * Prepare a consolidated annual fiscal report, including a cumulative life of project report * Contribute to the development of reports for the donor, the host country and/or Save the Children * Ensure that an appropriate segregation of duties exists to ensure effective support of field operations and to protect the integrity of the project finance and administrative operations * Coordinate and assist with submission of control or audit reports, respond to findings and recommend resolutions or action plans * Prepare and revise project finance and operations guidelines (including for sub-award grantees) so that they adhere to SC and USAID requirements; oversee implementation of changes/improvements in procedures; * Ensure program compliance with all USG regulations and advise the COP to help ensure efficient and effective program implementation. * Review the reclassifications proposed by program staff for eligibility in line with donor regulations and in line with SCI Financial policies. * Review of Funds summary along with budgets and creation/revision of DEAs for the project.   **Award Management**   * Monitor budgets to ensure that spending occurs as planned and that variances are anticipated, noted, and corrected; ensure that key program personnel are aware of budgetary resources and are able to monitor their respective budgets; * Provide guidance to finance and non-finance staff and coordinate efforts to ensure compliance with donor requirements * Capacity building of local sub-grantees to manage USAID funds and comply with donor rules and regulations, including regular visits to monitor and support partners. * Work with project staff and leadership to estimate funds request on a timely basis to ensure resources are in place for carrying project activities * Track the cost share of the project and advise on its documentation and the criteria of allowability. * Prepare project staff and partners for closeout. * Ensure that donor financial reports and additive reports align * Close follow up of the status of VAT claims and refund for both partners and Save the Children. * Perform other duties, as assigned by Chief of Party. | |
| **SKILLS AND BEHAVIOURS (our 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 * Creates a managerial environment 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 * Widely shares personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * 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 * Cuts away bureaucracy and encourages an entrepreneurial approach   **Integrity:**   * Honest, encourages openness and transparency, builds trust and confidence * Displays consistent excellent judgement   Acts in the best interests of children | |
| **QUALIFICATIONS AND EXPERIENCE.**   * Minimum of 5 years management experience in a corporate or an NGO environment within the finance department; knowledge of USAID financial management rules and regulations strongly preferred; * Bachelor’s degree or higher in finance, business or management, or related degree in relevant field required, 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. * Good understanding of USAID Rules and Regulations * 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 * Proven ability to prepare budgets and donor financial reports * Excellent experience of computerised accounts packages (experience in Agresso accounting package desirable), Excel, PowerPoint and Word and of general administration work * Ability to manage a complex and diverse workload and to work to tight deadlines * Strong communication and interpersonal skills, and a full appreciation of the value of co-operation, both internationally and within a team environment * Ability to motivate staff and work collaboratively with colleagues, providing support and advice as necessary * Written and verbal fluency in English and in Kinyarwanda * Understanding of Save the Children’s vision and mission and a commitment to its objectives and values | |
| **Date of issue: September 2020 Author:** | |