

FINANCE AND COMPLIANCE MANAGER

JOB DETAILS	
LOCATION: Kigali	CONTRACT TYPE: 16 Months
INTERNAL JOB GRADE: C2	DEPARTMENT and TEAM: Finance
SALARY: as per Oxfam GB Rwanda pay scale	HOURS (FTE): 37.5
<p>FLEXIBLE WORKING</p> <p><i>We believe flexible working is key to building the Oxfam GB of the future, so we're open to talking through the type of flexible arrangements which might work for you.</i></p>	
<p>COMMITMENT TO DIVERSITY AND INCLUSION</p> <p>We are committed to ensuring diversity and gender equality within our organization.</p>	
<p>DEPARTMENT PURPOSE:</p> <p>To support the Rwanda Legacy projects on financial management and compliance.</p> <p>TEAM PURPOSE:</p> <p>The Finance and Compliance Manager (FCM) will be working as part of a new Legacy team formed to deliver the EU funded Food Security Grants, managing the implementation of the two Grants. Oxfam in Rwanda works with and through partners and will require collaboration and coordination with various stakeholders. The FCM will be part of the wider Oxfam international that is committed to supporting the poor and vulnerable in the country.</p> <p>JOB PURPOSE:</p> <p>As Finance and Compliance Manager, you will lead the Finance, Administration, Procurement & Logistics team. Within the context of Oxfam's development philosophy and its programme in Rwanda, to provide quality and efficient delivery of financial and procurement services, ensure accuracy of financial data and assist programme teams in overall financial management of programme budgets, partner/donor contracts and in staff/partner capacity building for finance management.</p> <p>As FCM you will report regularly to the Legacy Manager, on the management of financial and operational risks associated with program delivery, grants and in operations support the finance team in EU Co-applicants by, and support to the programme and partner according to Oxfam policies, systems, and standards on financial management and FCM will support compliance and risk management, and be responsible for reviewing contracts, grants, leases, disbursements, and transfers to third parties in a timely, professional and quality manner.</p> <p>To strengthen management systems and reducing financial risks in the Legacy project, whilst ensuring compliance to donor regulations.</p>	

ROLE REPORTS TO	Legacy Manager
ROLES REPORTING TO THIS POST	Finance Officer, Logistics Officer & Drivers/Admin Assistants
BUDGET RESPONSIBILITY	EURO 1,870K
DIMENSIONS OF THE ROLE	
<ul style="list-style-type: none"> • Providing detailed technical expertise normally over a wide range of topics. • Coordinating the flow of work within a group of people for specific tasks. • Communicating with internal staff and external contacts to support the functional business needs. • Following an established pattern to solve a variety of problems, some of which are well defined but with new problem solving to be attempted and referred upward if necessary. • Undertaking work as defined by programme management unit objectives. • Impact is significant across a department and/or limited across Oxfam at all levels. • On the job training/guidance of staff. • Line management or supervision of employees. 	
KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)	
Financial Control, Management and Reporting	
<ul style="list-style-type: none"> ▪ Leads the implementation of Oxfam's internal controls, finance policies, systems, and procedures within and across teams. ▪ Ensuring the effective and accurate transaction processing and accounting in compliance with Oxfam procedures. This includes taking responsibility for day-to-day operations of the country office finance and ensuring the accounting system is up-to-date, accurate, and maintaining the integrity of data. ▪ Review all the supporting documents related to the projects to ensure that they comply with EU and Oxfam rules prior any commitment to suppliers. ▪ Review all partners financial reports and supporting documents and provide written feedback to partners for adjustments or disallowed expenditures. ▪ Leads in the conduct of capacity building activities to staff and partners in financial management. ▪ Leads in the timely production of financial accounts, ledgers and reports as required by Oxfam and local regulations. ▪ Develops financial analysis tools to assist budget holders in the management and monitoring of budgets and identifies significant variances in spending. ▪ Communicates with Above country structures on finance queries and concerns. ▪ Effective management of the balance sheet accounts and reconciling and reporting on them as per management requirements. ▪ Produce relevant, useful, and timely information on operations functions to the Legacy Programme Manager, highlighting and risks and rolling out the risk mitigation plan. ▪ Coordinate the preparation of Annual budgets and Support Project Budgets, monitoring its effective utilisation, and supporting programme teams in their interpretation and implementation through regular reporting. ▪ Being responsible for all legal aspects of Oxfam's operations in Rwanda and ensuring compliance in terms of taxations, preparation and filing of returns, annual reports, and accounts, etc. ▪ Ensure compliance of government law and regulation in relation to taxation ▪ Ensuring compliance with local legal and statutory financial reporting requirements ▪ Implementing external & internal audit recommendations and provision of progress reports ▪ Reviewing all contracts with third parties. 	

- Ensuring that the value for money concept is applied in all programme related supply of goods and services to programmes is carried out speedily and efficiently in a transparent manner, following donors' requirements
- Taking prompt and definite action on non-compliance with policy and practice.

Cash Management

- Support the Finance Officer (operation) in cash and bank management including cash handling and cash flow monitoring.
- Prepares monthly top-up and cash flow forecast to ensure adequate availability of funds.
- Support the Legacy Programme Manager in the production of the Payment request for the projects according to the signed donor and EA agreement.

Donor Contract Management

- Ensures adherence to donor's contract requirements and timely submission of reports.
- Ensure that all donor contract administration is properly managed including Peoplesoft information systems and records on donor contracts and income data.
- Provide support for the analysis of donor contract trends, (financial and contract information for the country programme).
- Ensures Donor Contract Management Systems are updated, with up-to-date information (grant amount, duration of grant, allocation to projects, contract realignments, reporting dates).
- Ensures that the originals of the supporting documents of all project transactions, including partners transactions, are files/archives in Oxfam office to allow an easy access during donor audit or Pre audits by Oxfam Headquarters.

Partner Financial Management

- Ensures the conduct of partners' assessment and review of financial reports from partners to ensure that they are compliant with Oxfam and back donor's standards and guidelines.
- Lead in the capacity building of partners in financial management and internal controls.
- Provides support to programme teams in partner financial management and donor fund management concerns.
- Develop tools and supports programme team in the development of project proposals.

Logistics and Administration Management

- Supporting in developing a country-wide procurement planning.
- Ensure logistics systems adhere to Finance minimum standards.
- Provide support and guidance on good practice on use of assets, vehicles, equipment and in general organisation of resources to ensure an appropriate use and compliance with Oxfam policies.
- Ensuring that there is an effective interface between Logistics and Finance functions to meet business needs and programme implementation.
- Ensure annual physical verification of assets, IT equipment and Inventory is conducted.
- Organizing monthly/quarterly coordination meeting amongst Operational Team (Logistics Track the procurement progress against planning.
- Implement and update the established supplier frame-work agreements.
- Provide the Legacy Programme Manager with advice on all aspects of business services. This includes managing and coordinating the work of the administration, finance, human resources, and logistics teams
- Maintaining the office as a modern professional set up with a conducive working environment.
- Ensuring that all facilities and installations are functional, maintained, and upgraded as required.

- Delivering of efficient day to day administration and general support, including reception, travel, office environment and staff safety issues
- Creating facilities and services for the smooth functioning of the office.

Compliance and Risk Management

- Supporting the Legacy Manager to regularly update the country-wide risk register and propose risk mitigation in all areas such as legal risk, working in partnership, donor risk, fiduciary, reputational and HR etc.
- Working with Legacy Manager on the implementation of Country Security Management Planning.
- Being a champion as a compliance lead, with a strong commitment and understanding of the zero tolerance principles on fraud in Oxfam.
- Bringing up the issues of fraud cases and the associated risk to Legacy Manager.

People Management

- Ensuring an effective performance management is in place for the staff within Finance, Logistics and Administration functions, ensuring assessment, development and performance management against objectives and organisationally agreed competencies.
- Building strong relationships with project managers and other staff to ensure that roles and responsibilities for key business processes are understood and implemented, and that all staff are held accountable for this via performance management.
- Tackling the poor performance issues within the team in line HR policy.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- **Self-Awareness**
- **Mutual accountability**
- **Agility, Complexity, and Ambiguity**

In addition:

- Bachelor's degree in finance, Accounting, Business Administration, Economics or its equivalent.
- Minimum of 7 years "hands-on" working experience in providing a whole range of financial services within a structured organisation, 3 years of which must be at managerial level in an INGO program work, including field experience and/or with institutional donors.
- Experience of developing EU funded projects budget, monitoring them, preparing the financial reports, leading the donor audits, and training local partners on EU funded projects financial management.
- Proven ability to interpret financial procedures and standards and put them into practice and influence others in their implementation.
- Knowledge of Peoplesoft financial accounting package or similar financial reporting software.
- Strong analytical skills and experience using a computerised information management system (Ms. Word, Excel, Accounting/Statistical analysis software, Procurement management system etc.)
- Excellent interpersonal skills, able to work as part of a dispersed, multi-disciplined, multicultural team, responding quickly and accurately to queries and issues.
- Good organisational and personal management skills, with ability to prioritise work issues to meet deadlines and adjust to constantly changing situations while maintaining focus on delivery and follow-through
- Well-developed conceptual, critical, and analytical thinking with the ability to convey complex information in a straightforward, interesting way, and influencing this to a wider audience Ability to represent Oxfam in a professional and competent manner with external individuals and organisations
- Ability to manage resources and deadlines with minimum supervision.
- High level ability in the application of strategic financial, IS and logistics management and experience in maximising resource utilisation
- Experience in managing risk within differing and complex context

Desirable

- A professional certification or part qualification in Accounting (ACCA, CIMA or CPA holder)
- Understanding of Gender and Diversity.

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.