

Job Description

Job Title:	
Manager - Finance	
Location:	Function:
New Delhi, India	Operations
Responsible to:	Direct Reportees:
Director - Finance and Operations, SARO	Officer - Finance and Accounts, Officer - Finance and Donor Finance Officer (3 positions)
1. JOB PURPOSE	
<ul style="list-style-type: none"> • To enhance the effectiveness and operational efficiency of the IPPF SAR, including the South Asia Regional Office (SARO) and the Member Associations (MAs) in the Region by ensuring robust budgeting, and development and deployment of financial management systems • To provide technical and specialised assistance in financial systems and manage relevant aspects of IPPF SARO's relationship with concerned authorities. 	
2. KEY TASKS	
<ol style="list-style-type: none"> 1. To contribute towards the development, implementation, and review of IPPF regional strategy on rolling out and maintaining efficient and effective financial management systems in IPPF SAR, including the South Asia Regional Office (SARO) and Member Associations (MAs) in the region. <ol style="list-style-type: none"> a. To be responsible for planning, implementing, and monitoring performance of all financial systems, in terms of: Delivery of services, Deployment and utilization of resources, Development of people, Deployment and stabilization of systems and processes, Reach, Quality, Cost, Time. 2. To be one of the key resources on updated knowledge and discourse in current field of financial management systems, and be focal point for work on the same in the Region when engaging with the Central Office (CO), London and SAR MAs and other stakeholders including external relationships, coalitions, conferences, and events etc. 3. To ensure the up gradation of knowledge and skills of people engaged with financial management systems strengthening. In doing so bring together and make available the knowledge of various actors in the field of overall financial management and coordinate financial system strengthening-related training for South Asia Regional Office (SARO) and MAs staff and volunteers. 4. To contribute to IPPF's emerging agenda on financial management systems related issues in the Region by: <ol style="list-style-type: none"> a. Developing, adapting and disseminating guidelines, policies, standards and technical tools in areas of financial management systems across the Region. b. To contribute to IPPF's emerging agenda on systems and their issues, in areas of accounts, compliance, and audits in the region and this will involve overseeing and reviewing process of accounting in the accounting software, generation and correct recording of expenses in activity and accounting codes, reviewing the cash management and bank reconciliations, ensuring that statutory returns are filed as per the timelines along with timely closure of books of account on monthly/yearly basis. c. Preparing the budget for SARO and seek sign off by Director – Finance and Operations d. Driving the process of Annual Programme Budgets (APBs) for core funds. 	

- e. Reviewing MA Annual Programme Budgets (APBs) and providing advice to MAs to finalize the same, prepare grant agreements and ensure timely grant recommendations.
 - f. Ensure timely fund allocation to MAs as per budgets and grant agreements after thorough review of fund utilization reports
 - g. Supporting in the budgeting and financial proposal development for restricted projects
 - h. Working with the team at Central Office (CO) to generate Activity Code, post budget approval, and providing these to the Accounts team for booking of expenses against the correct codes
 - i. Review, analyse and report on Budget vs. Actual for expenditure of SARO, in coordination with Accounts team and other staff members and maintain a system
 - j. Undertaking financial management and monitoring of core funds and restricted projects in SAR
 - k. Detailed review, analysis and follow up of MA financial reports etc. and guide collation/ preparation for reporting to donors and CO. These include half yearly reports, annual reports and reports for restricted projects.
 - l. Undertaking monitoring visits to the MAs in the Region, supporting MAs on financial management related issues and providing any other support that may be required.
 - m. Facilitating donor audits in accordance with the IPPF policies and procedures and ensuring preparedness in coordination with MAs and Donors for Audits, to review these audit reports and follow up with MAs for the Management Letter
 - n. To support for statutory and other audits (including donor audits) by providing data and resolving critical queries, as required
 - o. Ensuring compliance with IPPF's policies and guidelines as well as donor requirements with respect to accounting, controls and reporting.
5. To provide financial oversight for the implementation of processes and systems for procurement of goods and services. To ensure that user departments are complying with the guidelines of the defined Procurement process.
 6. To drive capacity building of MAs and systems strengthening in financial management.
 7. To prepare and submit financial reports for the Senior Management and task force meetings and Governance meetings, as required
 8. To provide feedback periodically to the Senior Management Team at SARO and any other relevant body / agency.
 9. To ensure that any intervention in an MA is undertaken in collaboration with the Country Desk Officers of the respective countries.
 10. To build and maintain positive working relationships with all members of staff and contacts both within and outside the Federation.

Others

11. To undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

a) Staff responsibilities carried out by the job holder

- Staff management of the direct reportees including coordinating for recruitment of vacant positions

b) Financial responsibilities carried by the job holder

- Financial management of core funds and project budgets in the SAR

c) Advisory responsibilities carried out by the job holder

- Advise Regional Director, Directors, Other Staff at SARO and MAs in the Region on technical issues related to Financial Management of core, restricted and earmarked project funds

4. EDUCATION & QUALIFICATIONS

- Chartered Accountant and/ or post-graduate degree in financial management or other equivalent discipline

5. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • Minimum 10 years' experience in the financial management of development programmes in India/developing countries. • Thorough technical knowledge on financial, costing, compliances for organisations based in India, audit management and capacity strengthening.
6. SKILLS
<ul style="list-style-type: none"> • Excellent interpersonal and written communication skills including ability to listen, respond and relate with respect, empathy and congruence. • Strong project management, execution, planning, goal setting skills. • Strong problem-solving, innovative and creative thinking skills • Extension motivation (reaching out), group building and training skills • Organisational and time management skills to meet deadlines. • Ability to work independently and as part of a team
7. PERSONAL COMPETENCE
<ul style="list-style-type: none"> • Rights-based and gender-sensitive perspective • Ability to maintain confidentiality • Awareness of and sensitivity to the multi-cultural environment in which IPPF operates. • Integrity • Willingness to travel internationally – approximately 20-25 travel days a year. • Supportive of a woman's right to choose and to have access to safe abortion services. This is an occupational requirement of this post, in accordance with Schedule 9 Part 3 of the Equality Act 2010.