

Contractor Application – Terms of Reference

Project: IPPF Contractor - Donor Reporting Accountant

Applications must address all of the requirements of the Terms of Reference, and include all of the information/documents requested at Section 7.

<p>1. Background</p>	<p><u>Overview of IPPF</u> IPPF is a global service provider and a leader advocate of sexual and reproductive health and rights (SRHR) for all. IPPF provides SRHR services in 172 countries and runs approximately 65,000 service points worldwide. It seeks influence governments and other key decision-making bodies make policy and legislative changes that support or defend SRHR. IPPF also conducts a range of education, awareness and empowerment programmes that supports its key mandate of SRHR for all.</p> <p><u>Overview of the engagement</u> The contractor will be responsible for donor reporting/financial management of portfolio of restricted funded projects and designated funds throughout the project's life cycle. Overseeing the financial administration of programs grants. This includes reviewing concept notes and proposals, preparing the financial model to run the project delivering with high quality standards and carrying out grant visits as when donors require. The main project of work is a large multi-country project focused on improving access to abortion care and contraception. <u>The contractor will be working London hours.</u></p> <p>The key deliverable for this project will be full financial and compliance support to the project portfolio.</p> <p><u>Key stakeholders</u> Manager, Donor Reporting Technical lead, Abortion Project Managers Director Finance and Technology Strategic Partnerships & Development</p>
<p>2. Purpose</p>	<p><u>Reason the project is taking place</u> The project is required to ensure that IPPF provides the necessary financial support to the projects necessary to fulfil its mission as a global service provider and a leader advocate of SRHR. The project will assist IPPF in providing financial support, reporting and control to a portfolio of projects</p>
<p>3. Roles and responsibilities</p>	<p><u>Contractor's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Donor Reporting • Audit • General <p><u>IPPF's specific roles and responsibilities:</u> Donor Reporting</p> <ul style="list-style-type: none"> • Collaborate with Strategic Partnerships & Development on the development of funding proposals making certain that cost recovery and financial clauses meet IPPF's financial practices.

	<ul style="list-style-type: none"> • Oversee project financial management and reporting systems to manage financial donor compliance and project spend against budgets. • Review all Member Association and partner funding agreements to make certain donor financial clauses are included. Take remedial action with Regional Offices to align agreements with donor requirements where clauses have been omitted. • Train budget holders and Regional Office finance colleagues on financial project management and the use of financial systems. Provide advice and guidance to enable budget holders and Regional Office finance colleagues to achieve project deliverables. • Collect, prepare and analyse project reports in order to meet internal and external submission deadlines and receive donor payments. • Promote collaboration with project members that contributes to financial deliverables and the overall programme objectives. Use performance feedback to enhance service delivery levels. • Oversee project financial controls in line with donor compliance management, escalating lack of adherence/risks to the Manager, Donor Reporting. • Close out completed projects following established procedures and donor requirements. • Compile portfolio funding stream data and reports as part of the strategic financial planning cycle. • Use project lessons learned feedback to improve the financial manual in collaboration with finance colleagues, contributing to IPPF financial program framework. • Perform regular data refreshes and cleansing aimed at improving the reliability and accuracy of financial information. <p>Audit</p> <ul style="list-style-type: none"> • Procure project auditors, establishing audit Terms of Reference in line with donor requirements. • Provide data and background information on project financial management to both internal and external auditors as part of IPPF's scheduled audit of accounts, project lifecycle and closure. • Consolidate and organise project financial data for inclusion in IPPF's statutory financial statements and working papers. <p>General</p> <ul style="list-style-type: none"> • Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy. • Build and maintain positive relationships with all members of staff, and contacts within and outside the Federation. • Take collective responsibility for safeguarding. • Provide leave cover for other Donor Reporting Accountants and act up in the absence of the Manager, Donor Reporting. • Undertake any other reasonable duties commensurate with the post as may be requested from time to time.
4. Timeline	<u>Commencement date.</u>

	<p>Contractor services to commence as soon as possible with a duration to the 31st December 2022.</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 31/12/2023.</p> <p><u>Factors that may affect completion date:</u></p> <ul style="list-style-type: none"> • Extensions or early termination of contract • Decisions that affect the implementation being taken by IPPF in time to allow for implementation
5. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • <i>All delivery of project deadlines as per donor and in coordination of project managers and Manager, Donor Reporting.</i>
6. Contractor requirements	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Recognised professional Qualified Accountant Accreditation. <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Ideally you have prior experience working in an international audit capacity and experience training others • Proven experience in working with multiple funders with different reporting requirements. • Clear understanding of common international NGO compliance and accounting principles. • Prior experience working in an audit capacity is desirable but not essential. • Experience working in a global setting or across different countries. • Sound analytical and technical skills in financial accounting and ability to produce and interpret financial statements and reports • Experience of program budgeting, monitoring and accounting including cost recovery modelling, cash flow management and reporting • Knowledge of financial reporting systems (IPPF currently uses NetSuite). A variety of experience would be advantageous. • Experience in training others is an advantage. • Understanding of and a commitment to safeguarding including child protection, in a local and international context. <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical skills. • Project management skills. • Strong verbal communication skills, including Presentation skills with an emphasis on delivering financial training to finance colleagues Demonstratable skills in creating pivot tables, charts and use of data tools. Macro skills are desirable but not essential.

	<ul style="list-style-type: none"> • Able to communicate complex financial information to a non-financial audience. • Proactive and solution focused.
<p>7. information/documents requested</p>	<p><i>Full CV (maximum two pages) and a letter (no more than 500 words) demonstrating how you meet the requirements of the person specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or other experience.</i></p> <p>We will use the information you provide to decide whether or not to shortlist you for interview.</p> <p>CV and letter to be sent to csmith@ippf.org</p>