

<b>Job/Role Title</b>	<b>Head of Finance Hub - Delhi</b>
<b>Division</b>	<b>Finance &amp; Technology</b>
<b>Grade</b>	<b>G</b>
<b>Location</b>	<b>Hub - Delhi</b>
<b>Responsible to</b>	<b>Director, Financial Management</b>
<b>Date</b>	<b>January 2023</b>

### **Job Purpose**

The Head of Finance Hub leads the finance transaction, compliance and procurement teams and financial accountants. The position is responsible for managing the transaction team and support the Director Financial Management, delivering financial transaction processing, month-end and year-end closures, global/ local procurement support, various in designing and enhancing effective financial controls and processes across the Secretariat alongside the Director of Financial Management. It is a key role in overseeing core global financial postings, bringing together other financial specialists across all Regional Offices.

The role is part of the vertically integrated Finance, Admin & IT function and will support the development, evolution and implementation of global systems, reporting requirements and reporting standards.

### **Key Tasks**

#### **Accounting & Reporting**

- Work with the Director of Financial Management on the creation and implementation of global financial policies, frameworks, processes and systems that enhance service delivery that is aligned with IPPF's financial strategy, internal resources and donor requirements.
- Create and implement innovative solutions to address gaps highlighted through audit checks and customer feedback that improves service delivery.
- Advise and coach colleagues on financial policy/process/system changes that imbeds new ways of working and improves financial management within the wider workforce.
- Oversee the delivery of a service of excellence where payment KPI's are met and undertake remedial action to address KPI failures.
- Coach stakeholders during the annual budget setting process on the agreed process for that year.
- Champion change within the team and with stakeholders on adopting new financial approaches that positions IPPF at the forefront of innovation.
- Tracking markets and implement foreign exchange risk mitigating strategies under the guidance of the Head of Financial Services.
- Lead the preparation of periodic financial management information for senior management, the Committee for Finance, Audit & Risk and the Board.
- Continually review frameworks and processes that improve overall financial KPI's.

### **Month and Year End**

- Lead the monthly/yearly reconciliation and reporting process across the Secretariat in line with IPPF's global reporting obligations, policies and best practice.

### **Audit & Compliance**

- Plan and lead the statutory reporting process building project plans and deliverables to meet submission deadlines.
- Work with the Director of Financial services on the production of global financial data to meet statutory reporting deadlines for the UK Charity Commission, US Internal Revenue Service and any other statutory bodies in the jurisdictions IPPF works in.
- Update VAT policies and processes with legislation changes so IPPF continues to remain compliant.
- Coordinate global financial responses to internal/external audit requests that reduces duplication, meets the auditor's requirements and deadlines.

### **Payroll Management & Other Support**

- Partner with HR on reviewing and approving payrolls in line with agreed submission and payment deadlines.
- Mentor NetSuite users in the use of the system to improve financial accountability and control.
- Advise the NetSuite Manager of potential system improvements that enhances user experience, complements the NetSuite roadmap and meets operational financial requirements.
- Partner with the supply chain team to provide inventory management and NetSuite guidance.
- Take collective responsibility for safeguarding in support of IPPF's Safeguarding requirements.
- Undertake any other reasonable duties as may be requested from time to time.

### **RESPONSIBILITIES:**

- Line Management and mentoring of the transactional finance team, compliance officer, and financial accountants, and accountable for all activities thereof.
- Signatory on all payments raised through the Central Office budget.
- Advises colleagues at all levels on financial management including one-on-one and group coaching/mentoring.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

### **PERSON SPECIFICATION**

#### **Education & Qualifications**

- Qualified Accountant (preferably ACA, ACCA or CIMA) with evidence of continuous personal development.

## **Experience**

- Experience overseeing transaction financial processes and setting KPI's.
- Experience working on audit and compliance.
- Experience developing and leading teams, with an ability to manage resources to deliver the activities of the transactional services within the Hub.
- Experience in business partnering with senior stakeholders, both Internal and external.
- Experience with implementing and designing new systems and procedures.
- Statutory reporting.
- Budgeting , forecasting and Cash flow forecasting.
- Year-end Accounts preparation.
- Charity sector experience.

## **Knowledge, Skills & Abilities**

- Developed controls and systems for multi-location and multi-currency environments.
- Able to see the global picture and frame all decisions based on what is best for the whole organisation.
- Create an environment of visibility, transparency, integrity, learning and improvement, with an open, collaborative style of working.
- Fully competent in using Microsoft Excel for data analysis.
- Able to construct concise, clear presentations and advice for non-technical audiences.
- Problem solving, analysis, innovative & critical thinking.
- Applied knowledge of financial reporting systems (IPPF uses NetSuite OneWorld).
- Coaching, mentoring and developing others.
- Understanding of financial management and risks in the international development sector.
- Able to communicate fluently in English. The ability to communicate fluently in Arabic, French and/or Spanish is advantageous.
- Working to strict deadlines with the ability to prioritise and adjust team resources accordingly. High level of organisational skills.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others
- Feminist and supportive of a woman's right to choose.

## **In the Skills/Expertise – Person Specification:**

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.