

## JOB DESCRIPTION

<b>Job Title:</b>		<b>Division:</b>	
<b>Donor Reporting Accountant (Maternity Cover for 9 months period)</b>		<b>Finance &amp; Technology</b>	
<b>Location:</b>	<b>Responsible to:</b>	<b>Date:</b>	<b>Grade:</b>
<b>SARO</b>	<b>Manager, Donor Reporting</b>	<b>April 2022</b>	<b>E</b>

### JOB PURPOSE

To 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 programmes 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.

### KEY TASKS

#### **Donor Reporting**

- Collaborate with Strategic Partnerships & Development on the development of funding proposals making certain that cost recovery and financial clauses meet IPPF's financial practices.
- 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.

### **Audit**

- 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.

### **General**

- 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.

## **RESPONSIBILITIES**

**a) staff responsibilities carried out by the job holder.**

None

**b) financial responsibilities carried out by the job holder.**

Job holder does not have direct budget holder responsibility but will be maintaining a portfolio of restricted and designated projects of varying amounts.

**c) advisory responsibilities carried out by the job holder**

Job holder will be the focal point for all financial matters pertaining to their project portfolio.

## **PERSON SPECIFICATION**

### **1. QUALIFICATIONS**

- Recognised qualified accountant or degree level of education with relevant experience.
- Intermediate or advanced certification in Microsoft Excel is desirable.

### **2. KNOWLEDGE & EXPERIENCE**

- 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 programme 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.

### 3. SKILLS AND ABILITY

- Analytical skills.
- Project management skills.
- 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.
- Able to communicate complex financial information to a non-financial audience.
- Proactive and solution focused.
- 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.