

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE – FINANCE MANAGEMENT

Purpose / Role

The purpose of the position is to ensure the financial viability of the emergency intervention, the management of CI mobilized resources, and the transition of the financial responsibility to the country office. S/he plays a crucial role in providing high quality financial management information necessary to support an effective humanitarian operation. Specific responsibilities include; assessment of financial needs and cash flow requirements, financial planning (inc. budget submissions), contract management, national payroll (when necessary), financial reporting and audit. In addition, s/he will need to identify and resolve any financial management problems which may arise, facilitate the involvement of CARE Members in the development and funding of projects, and provide appropriate training in finance policies and procedures for emergency personnel.

Responsibilities and Tasks

1. General Management and Leadership

- Liaise with CI Emergency Director and CI Members Finance staff on initial cash flow for emergency response
- Liaise with bilateral and multilateral donors on all aspects of financial management
- Develop a plan for on-the-job training for project managers in financial procedures and educate all team members on financial responsibilities
- Discuss with the CD the structure of the finance team
- Assist Team Leader/ Country Director and field management in development of disaster response strategy
- Identify problems and develop solutions for best financial practice
- Provide proper supervision, training, guidance and mentoring to ensure smooth management transition

2. Administration

- In consultation with the Human Resource Manager develop finance department staff plans, where needed
- Assist in writing of job descriptions for financial positions and selection of suitable applicants, where needed
- Assist administration staff in establishment of procurement procedures and expenditure authorizations

3. Financial Management

- Set up and maintenance of Finance system in the emergency team laptop and development of procedures for tracking income / expenditure in accordance with CARE policy
- Ensure receipt of CI member contributions for emergency response
- Supervise the preparation of allocations of funding and budgeting of planned expenses in the components of the response
- Communicate budgets and spending authorizations to the Country Office and emergency team members
- Establish banking arrangements and maintain liaison with principal bankers. Develop a plan to minimise exposure to currency gains and losses
- In consultation with the Human Resource Manager establish a payroll structure for national staff, where necessary
- Manage the day-to-day functioning of the finance section, including cash disbursements, cash receipts, etc
- involved, either directly or indirectly in disbursing/monitoring/reporting expenditures made by sub-grantees

- Establish an effective filing system which can provide easy access to information and proper documentation of all financial requirement
- Ensure all typical donor requirements for documentation of expenditures are met to facilitate attribution of expenses to donors when funding is obtained
- Establish banking arrangements and maintain liaison with principal bankers as needed. Develop a plan to minimise exposure to currency gains and losses
- Facilitate any external audit
- Define and produce financial reports on utilization of funding to aid senior management in decision-making process
- Protect CARE assets through maintenance of asset register, internal control and audit procedures
- Upon identification of donors providing funding for the emergency response already underway
- Determine which expenditures can be attributed to contributing donors based on their acceptance of proposals and normal regulations to minimize remaining expenditures not attributed to any donor
- Transition the accounting for those expenditures, along with the appropriate supporting documentation, to the country office financial records
- Prepare transfers to return funds to contributing CI members in the event all expenses are covered by donors.
- If any expenses are unrecovered, transfer pro rata amounts of funds back to CI members for all covered expenses.
- Prepare reports to CI members indicating the amounts expended and donors to whom the expenses are attributed.
- Prepare reports to CI members for any uncovered expenses that they will absorb
- Transfer all documentation associated with interim funding activities to the country office.
- Responsibility for support for country office after emergency cash flow funds returned to CI members
- Additional support to the country office finance staff during the remainder of the RED deployment will be coordinated between the country office and the emergency team.

4. Programme Development and Planning

- Assist the Team Leader/ Country Director and other senior management in the development and drafting of project proposals, preparation of mission operating plans / budget.
- Assist in the identification of potential funding sources and ensure unit / project managers formulate project budget submissions and subsequent revisions in accordance with donor guidelines.
- Support the involvement of all interested CARE members in the planning, development and funding of projects in which they have an interest.

5. Project Management and Implementation

- Collate / analyse and report on actual and planned monthly expenditure, interpret and communicate with field managers, advise of variance against approved budgets, and make recommendations for corrective action.
- Conduct field travel to the unit / project offices as necessary to review financial procedures and assist managers in their needs.
- Coordinate, supervise and prepare all financial statements / reports to various bilateral, multilateral donors and relevant CARE Members to ensure compliance with contractual and legal requirements
- Assist in the establishing and maintain commodity inventory management system and control procedures.

Key Internal Contacts

Team Leader, Country Director, Project Managers, Procurement Officer, Human Resources and Administration Manager, Lead/ Coordinating Member Headquarters Finance/ Contract Management staff

Key External Contacts

Bilateral and Multi-lateral donors, banks

Reporting lines

Reports to Team Leader

May have finance, audit and administration staff reporting to this position

Selection Criteria

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

Technical Competencies required for this position are

- Minimum of three years experience in finance management and accounting in non governmental organisation
- Third level qualification in accounting, business administration or finance
- Certified Practicing Accountant (CPA) preferred
- Extensive experience in proposal preparation and budget formulation
- Experience of strategic and programme planning processes
- Understanding of multi and bilateral donor policies and procedures
- Proven numeracy and financial analysis / planning skills
- Ability to use financial system to track accounting activity is required, knowledge of Scala and Sun preferred.