



## AFFILIATED COUNTRY / AREA FINANCE MANGER

Created/updated on 02/03/2021 and  
approved on 15/03/2021 by HR Adviser / PDP

### General mission

The Finance Manager is responsible for leading the finance teams, ensuring compliance with HI's standards and local rules in the finance field, financial strategy and steering and operational financial management within his/her area of responsibility.

### Missions / Responsibilities

#### Mission 1 : Management

- Embodies HI's values on a daily basis (Manager as a role model).
- Understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking (Manager as coach for meaning).
- Organises the operational management of his or her team, structures the work around identified processes, steers performance and facilitates the resolution of problems (Operational manager).
- Contributes to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behaviour (Manager 1st HR&Coach).

#### Mission 2 : Strategy and steering

- Contributes towards the drafting, revision and implementation of the financial section of Operational Strategy (StratOp) within his or her area of responsibility area and in line with HI's financial policies.
- Oversees the breakdown of financial strategy into action plans and advises on financial issues.
- Produces, compiles and analyses financial indicators and, if necessary, creates additional indicators.
- Is in charge of the assessment, mitigation and treatment of financial risks. Reports on incidents and their treatment to his or her line manager and functional managers.
- Oversees HI external representation activities related to financial issues, takes part in inter-NGO working groups and ensures the development of partnerships in his or her geographical area.

#### Mission 3 : Standards and expertise

- Oversees the deployment and monitors compliance with all of HI's financial policies, processes and tools within his or her area of responsibility and, if necessary, develops specific financial tools overseen by his or her line and functional management.
- Directs and controls HI's compliance with the legal framework of the country or countries of intervention and monitors changes in standards and case law and in the practices of other stakeholders working in the finance field.
- Ensures the production and filing of financial documents ensuring the legality of HI's operations in the country or countries of intervention.
- Ensures compliance with the General Data Protection Regulation (GDPR).
- Ensures implementation of and compliance with procedure for archiving financial documents and the publication and updating of financial documents in the dedicated workspaces.
- Supervises internal control in his or her area of responsibility, as well as any necessary corrective actions.

#### **Mission 4 : Operational implementation**

##### **Responsibility 1 : Ensures financial and budget management**

- Supervises the drafting of budgets and verifies that HI's funds are being used in an optimal manner in his area of responsibility.
- Ensures the accuracy and updating of financial information and coordinates the process of reporting and compiling financial information in accordance with the financial calendar.
- Produces the summary notes necessary for financial management and identifies risks. Supports budget holders with their financial steering.
- Analyses the financial aspects of partnership agreements and checks the accuracy and conformity of partners' accounts and documentation before payment.

##### **Responsibility 2 : Ensures accounts management**

- Is the focal person on accounting issues.
- Ensures the accuracy and updating of accounts information and coordinates the process of reporting and compiling accounts information in accordance with the financial calendar.
- Directs the development of all accounting processes under his or her responsibility, ensuring their compliance with the accounting reference framework (procedures, tools) and their incorporation into of the accounting information system (IS).
- Consolidates, checks and validates all entries and documents for the monthly and annual closing of accounts, in particular bank reconciliations, justification of payable and receivable accounts and monitoring of fixed assets.
- Ensures that applications for Value Added Tax (VAT) exemptions are filed and checks the declarations submitted to the authorities.
- Represents HI externally with the Statutory Auditors and/or the authorities in charge of accounting and tax matters.
- Ensures implementation of and compliance with procedure for archiving supporting documents, in particular by ensuring the quality of paper and digital supporting documents, and sends supporting documents (paper and digital format) to their final storage locations.
- Provides the supporting documents asked for by internal or external auditors.

##### **Responsibility 3 : Ensures the financial management of institutional funding in compliance with "donor" guidelines and contractual obligations**

- Directs the drafting of funding proposals for institutional donors and the construction of funding schedules:
  - Supervises and accompanies the drafting of funding proposals and optimises the funding schedules (coverage of office and support costs); compiles and coordinates multi-programme proposals when the programme is the lead.
  - Examines, alerts to and even negotiates the conditions of funding agreements before they are signed (payment dates and methods and financial reports, methods of justification of expenditure, exchange rates, audits , etc.). Ensures that these obligations are realistic and compatible with HI procedures.
- Controls the monitoring of expenditure against funding and reports to the budget holders. Monitors consumption rates, issues alerts in the event of a risk of non-compliance with the flexibility rules and anticipates slippage by preparing contractual amendments with his or her interlocutors.
- Supervises and coordinates the production and quality of financial reports for donors by checking compliance with donor guidelines.

- Ensures that donor payments are made or reminders sent and that line and functional managers are informed of delays in payments
- Ensures that information concerning donor contracts is entered in the FIS: donor budgets, cost-accounting and budget modifications, schedules, reports, etc.
- Coordinates responses to requests from internal and external auditors and ensures the successful conclusion of audits, defining any corrective actions to be implemented.

**Responsibility 4 : Ensures cash-flow management**

- Is the focal person on cash-flow issues.
- Examines, formalises and optimises requests for funds in order to ensure the availability of cash in cash boxes and bank accounts and meet the financial needs of the mission. Assists project managers in defining their cash-flow requirements.
- Ensures the provisioning of cash boxes, contributes to bank reconciliation operations, carries out cash box/safe inventories for monthly and annual closings.
- Provides any documents relating to cash management requested by internal and external auditors, as well as the documents required to meet banking compliance requirements within his or her area of responsibility.
- Evaluates and provides means of payment adapted to the needs of the mission and ensures compliance with payment rules according to the defined thresholds.
- Oversees procedure for the security and storage of funds, including security thresholds, and proposes adaptations to the context if necessary.
- Ensures the completion of requests to open or close bank accounts on behalf of the organisation according to operational needs and the updating of bank signatories.
- Identifies exchange rate risks and puts measures in place to mitigate these risks.

**Mission 5 : Profession facilitation**

- Puts in place and monitors the elements of his or her profession that fall within his or her area of responsibility: dissemination, use and contribution to revisions of standards, monitoring of recommendations for the skills development of the teams, etc.
- Coordinates profession facilitation in his or her area of responsibility, fosters a team spirit and ensures the inclusion of all team members by encouraging regular contributions, especially through practice-sharing.
- Develops a pool of local talent.

**Mission 6 : Emergency preparedness and response**

- Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI's quick and efficient response.

**Skills**

**Management skills** (identical for all managers)

Being capable of helping team members to progress: developing his/her staff's ability to work autonomously

Knowing how to position oneself so things can move forward

Knowing how to simplify and prioritise

[For the description, please refer to the Manager 2.0 framework](#)

**Professional skills – Finance** (see profession design template)

Knows	Practices	Proficient	Expert
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Cash-flow management			√	
Accounts management			√	
Tax management			√	
Financial and budget management				√
Financial management of institutional funding				√

**Other professional skills - HR** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Organisation design			√	
Facilitation and/or design of training and skills development			√	
Sourcing and recruitment			√	

**Other professional skills – Risk Management** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Risk management			√	
Internal control				√

**Other professional skills – Information System Management** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Information security management	√			
Use of the Information System			√	

**Other professional skills – Emergency** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Humanitarian monitoring and emergency preparedness			√	
Emergency response			√	

**Other professional skills – Project management** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Planning, monitoring & coordination	√			
Operational partnerships			√	

**Other professional skills – MEAL-IM** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Monitoring of results and indicators				√

**Other professional skills – Facilities management** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Safety		√		

**Other professional skills – Humanitarian access and security** (see profession design template of the profession with the skill you need)

	Knows	Practices	Proficient	Expert
Security		√		

**Cross-sector skills** (see Cross-sector skills base)

	Knows	Practices	Proficient	Expert
Frameworks and references			√	
Office and collaborative tools				√
Stress management			√	
Collaborate in a global organization			√	

**Language skills** (see Cross-sector skills base)

	A1	A2	B1	B2	C1	C2
Language of the country				√		
HI official language (English or French)						

### Specific qualifications required

Qualification: 4 years of study
Experience: 2 years of experience working in the financial field
Applicable framework documents: