

## **Job Description**

<b>Position:</b>	<b>Regional Finance and Administration Delegate</b>
<b>Duration:</b>	2 years
<b>Location:</b>	Regional Position (Location: Freetown, Sierra Leone). Frequent travel within the region (Burundi, Niger, Burkina Faso).
<b>Line Manager:</b>	Head of Region for West and Southern Africa
<b>Technical reporting:</b>	HQ Head of International Finance and Administration

The Finnish Red Cross is part of the Red Cross Red Crescent (RCRC) Movement, the world's largest humanitarian network with millions of volunteers and staff operating in 192 countries. Our mission is to alleviate human suffering, protect life and health, and uphold human dignity especially during armed conflicts and other emergencies. To achieve this, we follow the seven humanitarian principles: Humanity, Impartiality, Neutrality, Independence, Voluntary service, Unity and Universality.

### **Purpose:**

The Regional Finance and Administration Delegate (RFAD) will work with the Finnish Red Cross (FRC) programme/project delegates and the National Society (NS) counterparts, enhancing the accountability and transparency of FRC-supported projects/programmes in the region. The RFAD will provide operational services and guidance for accurate and timely financial management, planning and reporting as well as financial risk management in programmes/projects supported by FRC. Together with other FRC delegates, RFAD support and advise the NSs in planning, implementation, monitoring, evaluation and reporting of the FRC supported programmes/projects with special regard to financial and administration issues. Additionally, the RFAD will support other delegates in financial management and will provide finance development and capacity building support to NS's in the region as well as FRC HQ.

For this specific RFAD position, we are looking at stationing someone in Sierra Leone, where there will also be a local finance staff working for FRC. The RFAD will also cover Burundi and Burkina Faso (bilateral cooperation between FRC and the National Society), and Niger (working through the Danish RC). This implies that this job requires frequent travelling – an estimated 4 visits per year to Burundi, 3 to Burkina and 2 to Niger. Hence, this position requires a perfectly bilingual person, French and English.

## **Duties and responsibilities:**

### **1. Provide operational services and guidance for accurate and timely financial planning, implementation and reporting in programmes/ projects supported by FRC:**

#### Planning

- Take lead in defining of programme/project overall finance management structures based on NS financial management policies and practices.
- When a new bilateral or multilateral funding proposal is developed, take lead and/or support the NS and/or other partner in preparation of budgets for funding applications that meet FRC and back donor standards, together with the FRC programme delegates and Programme officers.
- Perform in-depth financial analysis of the budgets.
- In relation to financial and administrative issues, support and advise the NS in starting-up and closing phases of projects/programmes, especially in setting up adequate financial processes prior to the commencement of projects. This can include workshops developed and conducted by RFAD in coordination with NS finance team.
- Understand the back donor rules, guidelines, procedures and reporting requirements and communicate those to NSs together with the FRC programme delegates.
- Support FRC HQ to prepare project/programme contracts and MoUs.

#### Implementation

- Take the overall responsibility of finance management monitoring in the field together and in coordination with the FRC programme delegates and report on the findings to FRC Head of Regions, FRC Finance Officers and FRC Programme Officers.
- Conduct financial verification and monitoring (also at branch level) as needed, including assessments of internal controls in the FRC supported projects/programmes.
- Support the NS in follow up of budgets with the FRC programme and doing project/programme budget revisions in cooperation with budget holders.
- Ensure timely and right sized cash transfers.

#### Reporting

- Ensure timely and accurate project/programme financial reporting that meets the FRC and back donor requirements in accordance with the signed MoU(s) and Project Contract(s).
- In coordination with FRC programme delegates support the NS financial reporting to be well coordinated with narrative reporting
- In coordination with FRC finance officers, ensure that all FRC field returns / financial reports regarding the FRC supported projects/programmes are finalized and supported with appropriate supporting documentation, that the projects'/programmes' financial status is correctly represented in the FRC finance system and that the open working advance reconciles with FRC finance system.
- Support project/programme review and evaluation processes, when required.

- Liaise with other partners of the NS for development of standard requirements for financial management and reporting when possible targeting to have easy and unified processes for the host NS

## **2. Provide operational services and guidance for accurate and timely financial and risk management in programmes/ projects supported by FRC:**

- Support and advise the NS in coordinating of project/programme related internal and external audits that may be commissioned by the FRC.
- Follow up on recommendations made by audits, evaluations (when applicable), reviews (when applicable) and monitoring visits.
- Analyse the finance management risk level of the operative context of Finnish Red Cross and its implementing partners. Liaise with the movement partners to facilitate a joint understanding of risks with reference to NS and country contexts.
- Identify finance related risks, and mitigate and report those according to FRC risk process

## **3. Provide finance development and capacity building support, as agreed with the NS and FRC HQ, to NS in the region in order to establish a solid cooperation and programme management framework:**

- Assess the financial management and administration structure and capacity of the NSs, both on the HQ and district level, liaise and share with other partners on their findings and views and maintain an overview of the existing capacity building support to NS from all partners.
- Based on this, map out any finance management capacity building and OD needs and give proposals of relevant and appropriate FRC support. In coordination with other partners, contribute proactively to training, support and advice to the NSs in the development of their financial and administrative systems and procedures and train the NS staff as requested, considering existing capacities, projected needs and the importance of systems that can meet the internal, FRC and back donor reporting requirements.
- Work closely with the NS and project teams to review and suggest ways to improve programme budget preparation, budget control and reporting procedures and cash flow management when necessary.
- Work with the NS management to identify skill gaps and training needs in financial management and support the NS in planning how to obtain the required skills and competencies. Liaise with other partners as appropriate.
- Work closely with NS finance staff to promote continuous learning and improvement of financial management practices.
- Work closely with other members of the Movement and assist the NSs in learning from experiences of other NSs operating in similar contexts.
- Work closely together with Financial Sustainability Delegate.

## **4. Other duties and responsibilities**

- Representation: As agreed with the Head of Region and Programme Delegates, represent FRC towards NS, IFRC, ICRC, PNS, other humanitarian partners, donors and other stakeholders at the country and region levels in all relevant forums

where the presence of the FRC is desired/necessary. Represent FRC in technical discussion on finance management, administration and risk management.

- Partnership: In close collaboration with the Head of Region and other delegates strengthen the dialogue with the NS regarding present and possible future cooperation both in relation to development and relief interventions. When a new bilateral or multilateral funding proposal is developed, take lead and/or support the NS and/or other partner in preparation of budgets for funding applications. Contribute towards a well-functioning coordination mechanism with all relevant stakeholders at country level. Together with other delegates ensure that the partnership cooperation falls in line with the set agreements: MoUs and Project Contracts.
- Operations: In case of disaster situations, be available at short notice to provide necessary support to FRC programme delegates on the development of bilateral emergency funding proposals and the set up for their implementation. If necessary, provide in-country support to NS in the management of these operations for a limited period of time.
- General: Support the FRC regional teams on any other tasks assigned by the Head of Region and agreed with the FRC Head of International Finance and Administration. If necessary, be available to support and exchange experiences with other FRC regional teams.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

### **Expected results:**

The successful implementation of the main tasks, which will be appraised yearly with the Line Manager.

### **Target Profile**

#### **1. Education**

- University degree in financial management, accounting, economics or business administration.

#### **2. Experience**

- Working experience in the fields of project financial planning and management
- Professional experience in financial management, project audits etc.
- Working experience in projects financed by European Union an asset
- Working experience with Finnish Red Cross/IFRC/ICRC an asset
- Experience in facilitation, training, and negotiation is an asset

#### **3. Skills and knowledge**

- Excellent inter-personal skills and good communicator
- Skills in training and developing staff
- Self-supporting in computers

- Diplomatic skills
- Ability to work with a minimum supervision
- Ability to prioritize, meet deadlines, and be flexible to changing work environments

#### **4. Languages**

- Fluent written and spoken English and French.

#### **5. Competencies (standard for all delegate positions)**

- National Society relations
- Communications
- Teamwork
- Results focused and accountability
- Analytical skills
- Professionalism
- Managerial effectiveness

#### **What we offer you:**

You will be a part of the world's largest humanitarian organization and multicultural professional team, reaching the most vulnerable people in their local community. We offer you a compensation package according to Finnish Red Cross terms of employment for international delegates. Compensation package includes salary based on your job description, accommodation, insurance package, travel and per diems. You will benefit from a comprehensive training package and receive briefings prior as well as during and after your mission. Medical check-ups and psychosocial support are included in your assignment.