

AT OXFAM, WE **WON'T** LIVE WITH POVERTY.

Together we can end extreme poverty for good. Will you join us?

## FINANCE MANAGER

Closing date: - 14 July 2019

Interview date: - Will be declared

Vacancy reference: - INT5743

***Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

*All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.*

**Shaping a stronger Oxfam for people living in poverty.**

## ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

## OUR VALUES

All our work is led by three core values:

**Empowerment.** Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

**Accountability.** We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

**Inclusiveness.** We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

## OUR TEAM

Business Services team of Oxfam in Bangladesh works with a goal to support programme and other teams to provide all of the support related activities which includes administrative, logistical, financial, government relation and IT support services. Finance is a sub team of our Business Services team and focuses on core financial solutions which incorporates many different facets from day to day activities, expenses, statutory and regulatory accounting, strategy and operations, analysis, planning and reporting for Countries and Regions, Affiliates.

## JOB PURPOSE

To ensure the finance function within Oxfam in Bangladesh efficiently and effectively supports the country programme. This role has significant internal and external impact on business operation.

## WHAT WE ARE LOOKING FOR

A confident and motivated self-starter with proven background of working on similar context who:

- Is required to collate information from a wide range of well-defined sources
- Will manage a limited budget or significant processes, relationships or subordinates
- Will resolve diverse problems with impact in defined area
- Manages problems of which some may be unprecedented whilst others may have occurred previously, and some of which may be complex
- This role has significant internal and external impact
- Works corporately across divisions or communicates corporately

## CORE DETAILS

Location:	Dhaka, Bangladesh travel to field
Our package:	As per Oxfam salary grade
Internal Grade:	National, C2
Contract type:	Fixed Term (2 years)
Hours of work:	37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage
This role reports to:	Direct report: Business Services Director
Staff reporting to this post:	All finance staff
Annual budget for the post:	N/A

## KEY RESPONSIBILITIES

- Provide overall management and co-ordination of the work of the finance teams.
- Lead on and support programme teams in assessments and building financial management capacity of Partners.
- Conduct monitoring visits to partner organisation on a regular basis in line with Oxfam-partner agreements.
- Accountable for the implementation of the corporate and divisional finance policies and procedures, ensure effective financial management, asset management and financial accountability within the Country.
- Support the Business Services Director with the resource planning (budgeting) process and ensure review, consolidation and submission of country budget within regional timeframe.
- Support Funding and Programme teams to develop budgets for various projects and activities, monitor spending within budgets, review justifications for variances.
- Responsible for financial management (including banking, cash flow and asset management) across the programme.
- Ensure quality and accurate monthly finance returns and reports/summaries.
- Ensure the preparation of high-quality country financial reports by consolidating the country accounts in a computerised information system.
- Review/monitor Country financial performance against budget, provide analysis/commentary on these.
- Ensure that all donor- financial reporting requirements are complied with and that donor financial reports are submitted in a timely manner.
- Liaise with the bank and other government departments on financial issues and audits.
- Responsible for the implementation of Oxfam's relevant organisational standards and compliance with legal obligations.
- Ensure compliance with all statutory reporting requirements in the region including providing audited accounts for the Bangladesh Government.
- Ensure internal control procedures exist and are followed.
- Lead on Financial Management and risk assessments for scale up/down for emergencies.
- Manage Oxfam staff, volunteers and consultants/service providers effectively, using corporate systems and ensuring competencies are equal to the programme's demands.
- Actively implement Oxfam GB's policies in the recruitment and employment of staff, volunteers, or consultants/service providers.

### Other

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

## SKILLS, EXPERIENCE AND KNOWLEDGE

### SKILLS AND COMPETENCE:

#### Educational Requirements

- Post graduate qualification in the related field of study. CA/ICMA is desirable.

#### Experience Requirements

- A minimum of 10 year experience in providing a whole range of financial services to an organisation, ideally with at least 3 years in the International NGO.
- Highly developed analytical and problem solving skills.
- Proven high level of financial management skills and high-level human resources skills.
- Proven knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets.
- Good understanding of working with donor requirements (ECHO, EC, DFID, UN etc.)
- Ability to influence senior managers and peers over a wide range of issues.
- Ability to develop close working relationships with internal and external stakeholders.
- Capacity building, coaching and mentoring experience.
- Strong communication skills including the ability to deliver complex and technical messages in simple terms.
- Experience of working in highly complex political environments.
- Behavioural role model for peers and fellow team members.
- The ability to adapt to different cultures.
- Must demonstrate commitment and sensitivity to gender issues.

#### Additional Requirements

##### Achieving Results:

- Plans activities in advance, establishes clear priorities and regularly reviews them.
- Works to ensure that targets are met, reviews and amends resource allocation in respect of targets and seeks better ways of doing things.
- Demonstrates perseverance and determination in achieving results.
- Willingness to take initiative, make decisions based on sound analysis and ensures these decisions are communicated to relevant parties.
- Thinking and understanding:
- Takes an integrated approach when planning own work, is aware of the implications of own decisions on others and aligns thinking to organisational values.
- Analyses issues from multiple perspectives and gives consideration to future impacts.
- Encourage staff and partners to learn from one another and facilitates knowledge sharing across the organisation.
- Gathers information from multiple sources and is able to identify critical information.

##### Self Management:

- Able to function in high pressure situations while maintaining emotional control.
- Shows insight, seeks feedback from multiple parties and is willing adapt behaviour where necessary.
- Relates well to all kinds of people, acknowledges the contributions people make and demonstrates integrity in dealing with others.

- Able to respond to changes in work schedules and patterns when necessary with sufficient flexibility and resilience.

#### **Leading Others:**

- Inspires and encourages others to meet their targets and demonstrates enthusiasm for work.
- Helps others do their job better and progress personal learning, and provides coaching, feedback, and ensures training and expert support are available.
- Able to delegate and offers coaching and support to ensure success with the task.
- Monitors progress of work, gives clear directions and uses a range of leadership styles as appropriate.
- Role models and encourages others to seek and act upon opportunities for different or innovative approaches to addressing problems and opportunities.

#### **Working effectively with others:**

- Participates in organisational initiatives and is willing to place personal targets second in favour of other organisational priorities.
- Is aware of issues that may affect the work of others, draws others attention to these issues and provides/seeks guidance and coaching as needed.
- Takes time to listen to others and asks questions to ensure understanding, brings disagreement into the open for discussion and acts as a facilitator/coach during discussions and moderates own views/perspectives for the good of the group.
- Aware of what information needs to be given to whom and is able to communicate messages in an appropriate way.
- Identifies critical people in any decision process, has developed a range of different approaches and selects the appropriate style for the situation.

**OTHER:** This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities in accordance with performance review process.

#### **Key Attributes**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

#### **Organisational Values**

- **Accountability** – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions
- **Empowerment** – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen
- **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences

## FOR INTERNAL USE ONLY:

### GRADE: NATIONAL C2

### JOB FAMILY: Finance

#### DIMENSIONS:

- Maintain and manage the development of improvements to the department's services, process and systems
- Solving problems of a varied nature and resolving day –to-day problems without upward referral.
- Manage small team and their performance with advices and mentoring
- Contribute to procedures and strategy in the light of local context

*At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job profile is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.*

## HOW TO APPLY

### Apply online

- Go to: for external applicants: <https://jobs.oxfam.org.uk>
- For internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number
- Complete the online application process
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

### What will I need

- Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide:
  - Your personal contact details
  - The details of your referee(s)
  - Details on how you meet the skills, experience and knowledge that are required for this role

### Support and help

- Look at our how to apply section for helpful tips <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job>
- Technical glitch? If you have any issues when submitting your application please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective application but you can sign up for our job alerts here <https://jobs.oxfam.org.uk/alertregister/>



Oxfam is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

## HOW TO FIND OUT MORE ABOUT US

Find out about everything we do - <http://www.oxfam.org.uk/what-we-do>

Get a feel of what it is like to work at Oxfam - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam>

Find out more about our pay & benefits - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers>

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## OXFAM LEADERSHIP COMPETENCY FRAMEWORK

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.

<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.