JOB DESCRIPTIONS

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| Title | **Finance Manager-Emergency Response** | | |
| Functional Area | **Finance** | | |
| Reports to | Operations Manager. With a strong functional relationship with CO Finance | | |
| Location | **Cox Bazar** | Travel required |  |
| Effective Date |  | Grade | D2 |

role PURPOSE

Plan International is an independent child rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years, and are now active in more than 70 countries.

Based in Cox’s Bazar, The Finance Manager will manage all aspects of the financial related support ensuring appropriate procedures are in place, adhered to and flagging any concerns to the Director Cox’s Response and CD. One of the major responsibilities of this position is to ensure appropriate charging to respective projects and cost recovery as per donor and organizational agreed policies.

Dimensions of the Role

* The post holder will be responsible for the financial management at Plan Cox’s Bazar Emergency Response Project Office including the cost centre (when approved).
* Will be responsible for the development of emergency response master budget, support fundraising budgeting, maintain and ensure management of expenditure according to financial norms.
* Will ensure internal financial control, financial reporting and analysis, and business planning process
* Will ensure financial information is available to stakeholders for making project and program decisions.
* Ensure that all financial activity meets with Plan’s rigorous standards as well as all donor and government compliances.

Accountabilities

***Oversight and development of an excellent and high performing finance team***

* Recruit, develop and retain finance staff
* implement, development and training plans for all finance staff
* Lead regular meetings of finance team members including those at the Field Office
* Ensure performance management of all finance staff occurs in line with the global standard
* Support team members in a manner that enable them to give their best e.g. by encouraging and praising good performance, coaching, assisting staff to resolve performance problems, providing resources, tools and equipment
* PLAN’s value, principles and practices and commitment towards child rights and child protection, and relevant mainstreaming activities are considered and applied by all team members to achieve organizational outcomes

***Management and program teams are supported by effective financial services, financial information and advice***

* Support the Deputy Director Program in preparation of funding requests and communicating other business plans to the CMT/ARO/IH
* Report project office results against budget, other key financial measures to the ERMT including advising on issues highlighted by the financials and recommendations to address these.
* Support payroll, regulatory returns and tax compliance as required
* Provide efficient purchasing and payment services to Plan International Bangladesh staff
* Ensure financial due diligence of partners is completed as part of partner assessment processes
* Ensure that Operation Manual (OM) is in practiced and staff follow the OM through orienting staff on the manual
* Ensure finance related audit actions are implemented and alternative actions taken as required to address weaknesses in financial controls and procedures identified in finance and other forms of audit reports
* Ensure Plan International Process Flow is followed and practiced in the finance operation
* Ensure appropriate financial controls processes, procedures and systems are in place and adhered

**Budgeting, planning and reporting are based on excellent and timely financial data**

* Organise and control the program budgets and meeting deadlines
* Prepare/review budget vs. actual spending reports and share with all relevant staff for decision making and follow up with projects on this
* Review the grants budget critically and ensure full cost recovery as per Plan cost recovery policy and country cost ration
* Ensure Projects budget estimates are prepared for completeness; accuracy and conformance with donor guideline before submission
* Ensure complete and accurate grants and FAD set up in SAP system including linking of project budget with grants module
* Periodically update cost estimation review and discussion with the staff for improvement on budget preparation
* Ensure projects financial reports are prepared for completeness; accuracy and conformance with donor guideline
* Ensure/Prepare response on donors/NOs queries on budget and report matters

***Financial reporting and cash management is accurate and compliant with established policies and procedures***

* Manage the general ledger and cash management processes including cash forecasting
* Updating of the financial authorisation matrix and obtaining the approval of the Country Director through the Finance Head at CO at least annually and more frequently if required

***Implementation of Plan partnership policy and Finance & Administrative Guideline***

* Ensure timely finance visit to partner, report sharing, wrap up meeting, and ensure a satisfactory level of financial compliance is maintained
* Maintain close monitoring of advances to partners, expenditure reporting by partners and complete supporting documentation
* Train partners staff on Finance & Administrative Guideline
* Review the financial system of Partner NGOs
* Conduct training for Partner NGOs staff to enhance the capacity on financial management
* Follow-up with Partner NGOs for corrective actions as recommended by auditors

**Child Protection, Gender Equality and Inclusion**

1. Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

**Internal;**

* Country Office Finance Team, in particular Head of Finance ,Finance Manager, Grants & Compliance Team
* Deputy Director, Program Managers & Program Lead

**External;**

* Partner & Local NGOs and CSOs
* Peer agencies.
* In-country donors

Technical expertise, skills and knowledge

**Knowledge**

* Accountancy / Financial management qualifications
* Good knowledge of SAP
* Clear knowledge on Plan cost recovery policy
* Strong knowledge of donor requirements
* Experience in financial management of emergency operations
* Knowledge on basic internal control in financial management

**Skills**

* Strong skills in MS word, Excel and report development
* Budget development and monitoring
* Ability to work under pressure , late hours, weekends and holidays in order to meet the deadline
* Language skills desirable (for example English, French, Spanish, Portuguese, Arabic)
* Good interpersonal skill
* Ability to work independently and as a team player
* About 5 year’s humanitarian experience- specific to the similar role in large scale emergency response

**Attitudes**

* Committed to Plan International’s core values;
* Strives for lasting impact
* Open and accountable
* Works well with others
* Inclusive and empowering
* Team player and relationship builder.
* A “can do” approach
* Able to work calmly under extreme pressure and at unpredictable hours during emergency response.

**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 Plan. This includes effective negotiation and representation skills.
* Integrity: Works with trustworthiness and integrity and has a clear commitment to Plan'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 Plan 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.
* About 5 year’s humanitarian experience- specific to the similar role in large scale emergency response.
* Fluency in English, written and spoken. Bangla an advantage
* Prior experience of working in greater Chittagong Division and knowing the local language is an advantage

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

The post-holder will be expected to travel extensively, sometimes at short notice to join humanitarian responses. It may be required to work late, weekends and holidays in order to ensure timely delivery of programmes.

Level of contact with children

***Mid to high level contact****: interaction with children*