

Job profile

FINANCE & OFFICE MANAGER – WEST AFRICA



Practical Action

ABOUT US

Our Vision:

Practical Action's vision is of a world that works better for everyone.

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyze the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
 - Demonstrate that our solutions are sustainable in the real world
 - Learn by capturing evidence and adapting our approach
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary change making organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organizations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

Practical Action

ABOUT THE ROLE

About the Role:

The role-holder will be responsible for providing strategic leadership of the finance function as well leading office administration at Practical Action in West Africa. This will be achieved by ensuring the sound financial management and internal controls, to operate according to the group's financial management framework and reinforce effective program delivery. The role-holder reports to the Regional Director with a matrix line to the Head of International Finance.

Title	Finance & Office Manager, West Africa
Reporting to	Regional Director, West Africa
Matrix Line	Head of International Finance
Direct reports	- Finance Team at Country office and matrix to fields Accountants - P&C Officer
Location	Dakar, Senegal
Duration	5 Years
Travel	Occasional international travel may be required

Accountabilities:

The Finance & Office Manager will be accountable to deliver the following tasks in contribution to the country office senior management main objectives.

KEY ACCOUNTABILITIES:

Strategy and leadership

- Contribute to the development of the strategic plan for the Regional Office and develop and maintain appropriate and effective financial strategies, plans and policies to support the strategic plan.
- Develop and maintain effective working relationships with other Senior Management Team (SMT) members to understand their financial support requirements, co-ordinate appropriate responses and ensure implementation of finance policies and support to the SMT members in preparation of plans, budgets and reports.
- Lead process change across multi-functional teams to improve value for money within the organization.
- Ensure reasonable care is taken of self and others in the workplace (including team members managed if appropriate) according to health and safety policy and principles.
- Participate in SMT meetings and provide strategic input and advice in monitoring and evaluating financial operations across the regional office.
- Provide sound and timely advice to the Regional Director on all matters with financial implications to the Regional Office to enable effective decision making and manage risk

Financial Policies and risk management

- Develop, implement and maintain financial management and procurement procedures, risk assessments and control measures to manage and monitor across the regional office and to ensure compliance with Practical Action's group overall policies, generally accepted accounting standards external donor requirements and national laws and regulations, identifying corrective measures as required.
- Develop and implement procedures for assessing the value for money that Practical Action obtains in all its activities to identify cost savings and ensure financial efficiency and value for money principles are an integral part of the programme activities.

Planning, Budgeting and Forecasting

- Coordinate regional budgeting process and lead the financial forecasting process to produce relevant, accurate and timely financial forecasts across the regional office. Ensure financial plans and reports are aligned with donor budgets
- Consolidate financial information and provide regional level narrative for management accounts to support financial decision-making

Restricted Fund management

- Maintain oversight of the country programme funding position and consultancy contracts
- Review of all consultancy and restricted funding applications to ensure the budget reflects realistic operational plans and support costs are being sufficiently recovered
Ensure the preparation of client invoices, donor financial reports, relevant reconciliation, relevant audits are completed accurately, on time and submitted as appropriate.

Financial Reporting and Audit

- Leads the preparation and submission of a full set of financial statements and responses to management letter issues, providing interpretation of specific notes and articulating variances to previous years.
- Facilitate and co-ordinate both internal and external audits and lead the development and implementation of action plans based on audit recommendations, monitoring progress on achievements.

Treasury and tax

- Monitor overall liquidity, set appropriate petty cash levels and manage bank accounts and operated by the Regional Office to ensure prudent operations.
- Actively manage foreign currency balances, exchange rate exposure, debtors, partner balances and supplier terms to priority working capital requirements. Forecasts multi-currency cash flows.
- Keep up to date knowledge of taxation laws and future changes in the taxation environment and their implication for Practical Action. Advise internal stakeholders on taxation and most appropriate taxation structure, including those related to PAC.
- Ensure that all statutory and non-statutory deductions are made properly, promptly and are remitted to the respective authority as required by law

Liaison:

- Liaise with UK Office on all financial matters and ensure that the Country Office is kept abreast and informed of financial developments within the Group.
- Liaise with field offices and staff on all financial and administrative matters.

- Maintain a professional image for the Country Office when dealing with suppliers, NGOs, Government of Sudan and any other external agencies or organizations.
- Carry out additional tasks as may be requested by the Country Director.
- While maintaining responsibility to the Country Director, ensure that close liaison is maintained with the International Finance Manager and International Director who are responsible to the Chief Executive for devising, maintaining and enforcing Group Financial Procedures.

Administration

- Lead in ensuring that all administration aspects of WA office are delivered according to the best practice administration standard and in compliance with local law
- Contribute to the development and/or review of administration policies, procedures ensuring legal compliance with the Senegal legislation is observed. Propose, ideas for reviewing these in line with PA policies
- Manage renewal and claims concerning all types of administrative insurances for WA office

Other

- Any other duties commensurate with the level and grade of the role which may from time to time, reasonably be requested by the line manager.

Person Profile:

Skills, Abilities and Competencies

- Proven senior management and line management skills.
- Trends and developments within thematic area of work.
- Outstanding communication and reporting skills, across the organization and with donors and stakeholders at the highest level.
- Partner and stakeholder engagement and relationship management
- Proactive with a high team spirit and ability to work with colleagues at different levels.
- Expertise with financial management, and monitoring expenditures
- Excellent (proven) interpersonal both oral and written communication skills.
- Highly numerate
- Ability to think strategically with excellent planning and prioritization skills.
- Strong analytical/problem solving skills.
- Successfully leading, managing, building high performing teams, and developing capacity in professional finance teams.

Desired Qualifications.

- Bachelor degree or higher in Finance, Master's degree will be an added advantage, or other related field, in business, commerce, finance, accounting, economics or business administration.
- At least five (5) years of experience in finance-related positions, such as financial analyst or accountant.

Personal qualities

- Self-Motivation: Taking responsibility to ensure commitments are met and achieve objectives despite problems and frustrations.
- Creative and proactive.
- Able to work effectively in a diverse team environment
- Good motivator of self and others
- Willing to work additional hours at crucial times
- Willing to travel at short notice nationally and internationally.

- Personal integrity.
- Commitment to Practical Action’s working culture (inspiring, dynamism, connectedness, learning, creativity, getting the job done)
- Outcome focused.
- Gender & culture sensitive.

How to Apply:

Interested candidates should submit their application letters clearly indicating Job title and work station, C.V. and copies of educational and experience certificates to westafricarecruitment@practicalaction.org

“Practical Action is an equal opportunities employer, and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected, and valued we give everyone working with us the opportunity to achieve their full potential.”

Only short-listed candidates will be contacted for the next steps.

The application deadline is 10th April 2024.