

POSITION DESCRIPTION

World Vision International Nepal (WVIN)

Key Position Information			
Job Title	Finance Manager		
Position Reports To	Finance and Corporate Support Service (FCSS) Director		
Position Location	WVIN Head Office, Lagankhel, Lalitpur		
Position Purpose	Provide overall leadership, oversight and management support for all aspects of financial management in the National Office. This position is seen as a strategic partner, with a focus on ensuring accountability, stewardship, coordinating planning and budgeting processes, providing accurate financial data, analysis and advices, as well as developing financial strategy that best serves the National Office (NO) strategic and programme objectives. Responsible for the finance staff capacity strengthening, the development and implementation of good internal controls, risk management, and utilization and safe guarding of assets according to WV approved policies and procedures.		
No. Direct Report:	5	Positions Supervised:	14
Grade: P& C to fill in	16	Date created /updated:	09 January 2018
Financial Authority Budget	Yes	Decision Making Authority	The role is expected to work autonomously under the direction of FCSS Director

Important Functional Relationships		
External	Internal	Committees/Groups
National Director	decision making, change management, consulting	Daily
Finance staff	supervision, coaching, overseeing work	Daily
Managers	finance knowledge, strategic finance	Weekly
Senior Management Team	organizational change, strategy	Monthly
Regional Finance Team and Regional Finance Director	coaching, strategy, compliance	Monthly
Finance Colleagues (other NGOs, other organizations)	information and experience exchange, professional support	Yearly
Various stakeholders		Yearly

The position is accountable for the following;		
Expected End Results	Weight (%)	Indicators
A. Leadership, Capacity Development and Strategic Partnering <ul style="list-style-type: none"> ▪ Provide strong and positive leadership to the finance department ensuring competent and motivated staff are hired and retained, providing efficient delivery of services. 	20%	<ul style="list-style-type: none"> ▪ Finance team is robust and resilient, working together well, resulting in financial management that adds value to the ministry and well-being of children

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<ul style="list-style-type: none"> ▪ Coordinate professional and personal development of finance staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities (e.g. in accounting, SunSystems, grant management, risk management, leadership, etc.); and succession planning. ▪ Attend and actively participate in Strategic regional meetings. ▪ Ensure partnership finance policies and procedures are understood by Senior Management, Operations/Technical staff, Communities, Local Partners and other staff ▪ Develop strong networks internally (other NOs, Support Offices and partnership entities) and externally (other NGOs, banking entities, communities, etc.) through effective communication, relationships and twin citizenship. 		<ul style="list-style-type: none"> ▪ Effective performance management per WVI guidelines and standards ▪ Improved retention rate of top performers and key contributors ▪ Low turnover rate for key finance staff ▪ Documentation and sharing of best practices among finance staff, within and across regions ▪ Relevant reports/analysis for decision making produced and discussed with leadership ▪ Non-finance staff understand their role and responsibilities in financial management, as appropriate ▪ Strategic financial leadership provided ▪ Finance team viewed as valued business partners, both internally and externally ▪ Good image of the office in country and in the partnership
<p>B. Stewardship Ensure adequate cost efficiency and effectiveness measures are in place and are being followed through:</p> <ul style="list-style-type: none"> ▪ Providing cost analysis, promoting benchmarks and making recommendations for determining effective resource utilization at all levels. ▪ Responsible for the development of appropriate policies and procedures for procurement of goods and services, in collaboration with the Supply Chain team. 	20%	<ul style="list-style-type: none"> ▪ NO expenditures are within approved NO budget limits and benchmarks ▪ Program/Project expenditures are within acceptable efficiency ratio for Programming vs. Program Management costs
<p>C. Financial Planning and Budgeting</p> <ul style="list-style-type: none"> ▪ Coordinate the planning and budgeting process and provide technical support, to ensure global and regional guidelines are met. ▪ Review alignment of budgets between National Office, projects, grants, database (myPBAS) and Support Offices. ▪ Control of NO budget, cash flow and project funding, by providing timely and relevant information to budget managers, in collaboration with the Operations Team. ▪ Contribute to the development of WV NO strategic direction and priorities. 	15%	<ul style="list-style-type: none"> ▪ Efficient and effective financial planning and budgeting processes, in line with WVI requirements ▪ Inter-departmental collaboration from the planning and budgeting phase, resulting in improved organizational efficiency and program/projects' burn rate levels ▪ Level of cash within approved target low ▪ NO budget completed within standards & deadline
<p>D. Fiscal accounting, compliance, monitoring and reporting</p> <ul style="list-style-type: none"> ▪ Design and manage systems, policies and procedures that provide appropriate levels of security and control of WV assets, resources and operations. ▪ Coordinate the submission of timely, accurate and complete relevant reporting to the Partnership and to internal users. ▪ Define and implement efficient and effective internal control systems. ▪ Adhere to partnership policies, Procedures and guidelines as stipulated in the WVI Financial Manual and other documents, including – but not limited to: grant compliance, planning & 	20%	<ul style="list-style-type: none"> ▪ Strong accountability and compliance in accounting and reporting ▪ Timely, complete and accurate financial reports (NO and Projects) analyzed and submitted to budget owners and internal stakeholders for better decision making ▪ MyPBAS (budget database) reconciled monthly and any issue followed up with relevant Support Offices ▪ Compliance with grant regulations and ▪ Grant Approval Protocol

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<p>budgeting, year-end closing, carry-forward, accounting and reporting.</p> <ul style="list-style-type: none"> ▪ Coordinate the timely and accurate submission of financial reports in Notes FFR (Field Financial Reporting) database. ▪ Review the reconciliation of MyPBAS to FFR monthly with action plan for addressing outstanding items. ▪ Provide regular analysis of ADP/Grant financial reports and timely feedback to Project/Grant managers for decision making ▪ Ensure NO Finance staff visit Programs/Projects to monitor accountability issues, follow up on implementation of audit findings and provide support as needed. 		
<p>E. Financial Risk Management and Controls</p> <ul style="list-style-type: none"> ▪ Manage appropriate financial systems and controls and ensure they are in place to avoid significant finance audit risk ratings, both at the NO and project levels. ▪ Coordinate management responses to finance audits performed to the NO and projects; ensure they are sent on time to the Audit Department; and that finance related audit recommendations are implemented timely at all levels. ▪ Coordinate adequate preparation for GC and external audits. ▪ Manage Financial Risk. ▪ Implement anti-corruption and fraud strategies. 	20%	<ul style="list-style-type: none"> ▪ Minimized risk exposure within WV and external partners' operations ▪ Anti-corruption strategy rolled out and understood by all staff ▪ Awareness and understanding of key financial policies and procedures by all relevant staff ▪ minimum acceptable audit risk ratings and timely implementation on internal and external audit recommendations
<p>Other</p>	5%	<ul style="list-style-type: none"> • Anything else requested by the Supervisor to support the quality of Finance Operation for WVIN.

Person Specification		
Education	<ul style="list-style-type: none"> ▪ Bachelors' Degree in Accounting, Finance or Business Administration or a related field, preferably a Certified Public Accountant. ▪ Masters' Degree in Finance, MSC Finance /Accounting/ Auditing preferred ▪ ACCA, CIMA, CPA or Equivalent preferred 	Essential
Knowledge & Skills	<p>Demonstrated depth of experience and effectiveness preferably in an I/NGO context in working with community/grassroots people and organizations, specially focus on Financial Management</p>	Essential
	Leadership and Management Skills	Essential
	Analytical and decision making skills	Essential
	Computer and presentation skills-Excel, Power Point, Sun Systems,	Essential
	Strength in financial planning, analysis, reporting and internal control, audit and management information system	Essential
	SYSTEMS AND POLICY DEVELOPER- This capability is about developing systems, policies and guidelines to support financial management, office facilities administration and Information	Essential

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	Technology.	
	LEGAL KNOW-HOW - The capability is about knowledge and understanding of laws related to Taxation, Public Donation, Building Code and local regulations on properties, Investments and Banking.	Essential
	ADMINISTRATIVE EXPERT - This capability is about broad and deep working knowledge on financial & office administration services.	Essential
	FINANCIAL ANALYST - This capability is about analytical skills in balancing income and expenditures, wise allocation and distribution of resources based on partnership standards, and investments to effectively manage the financial sustainability of the organization.	Essential
	Ability to travel abroad and across country	Essential
Experience	At least 5 years of broad and deep experience in leading and managing Accounting and Finance Team. With relevant hands-on experience in managing Information Technology and General Services administration.	Essential
	At least 5 years as Finance Manager/Director in INGO or Senior Leadership experience in organization	Desirable
	Coaching, mentoring and performance appraisal	Essential
	Must have proven knowledge of General accepted accounting principles	Essential
	This position will be based in NO to provide strategic leadership to support National director and Program director to have effective financial management at the project and work with Internal and external auditor to ensure that effective internal control measures are implement at NO and projects.	
	This position requires to have strong management and leadership to influence senior management on implement and making financial policy	
	This position requires international travel outside country and across country to provide guidance and support to the project staff in the financial policy and compliance of audit	
Core Capabilities		
Achieving Capabilities	<ul style="list-style-type: none"> ▪ (Consistent Achiever) Ability to take initiative to focus on quality outcomes and service to customers and beneficiaries. ▪ (Accountable Stewards) Ability to monitor progress and maintain high standards of work and trustworthiness. ▪ (Compelling Communicator) Ability to communicate effectively with others to create shared meaning and understanding 	
Self-Managing Capabilities:	<ul style="list-style-type: none"> ▪ (Performance Coach) Ability to look for opportunities to learn, improves, change and grow. ▪ (Self-Manager) Ability to maintain effectiveness while managing personal, family and organizational domains. 	

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Thinking Capabilities	<ul style="list-style-type: none"> ▪ (Strategic Thinker) Ability to analyse issues and events and organizing information within context for maximum effect. ▪ (Humanitarian Professional) Ability to understand the various sectors of humanitarian industry, key stakeholders and operational context. ▪ (Mission Spokesperson) Ability to understand World Vision’s core business, ministries and how WV works worldwide. ▪ (Change Catalyst) Ability to identify better approaches to work and creating opportunities for change.
Relational Capabilities:	<ul style="list-style-type: none"> ▪ (Team/Alliance Builder) Ability to recognize that more is achieved through working together and building positive relationships. ▪ (Global Citizen) Ability to respect and valuing uniqueness of each gender and multi-cultural individuals and groups. ▪ (Influential Advocate) Ability to effectively advocate on behalf of an idea or a cause to gain commitments.
Decision Making Authority	<p>Types of decisions made without prior approval</p> <ul style="list-style-type: none"> ▪ Routine decisions within scope of work. ▪ Decisions related to day to day management of staff reporting directly to this position. ▪ Decisions related to day to day management of work within the Department. ▪ Purchasing decisions made within approval limits for this position. ▪ Decisions made within policy. ▪ Authorized signatory for bank transactions. <p>Types of decisions referred to higher authority or decisions controlled by policy:</p> <ul style="list-style-type: none"> ▪ Decisions which have an impact outside of area of work and/or impact operations. ▪ Capital expenditure decisions or purchasing decisions above approval limits for this position. ▪ Exceptions to policy decisions or decisions requiring a change to policy. ▪ Decisions requiring input from other departments.

Prepared by Deepak R. Bhat		Date 09 January 2018
Manager		Date
Position Holder		Date
Date of Appointment		