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| JD TEMPLATE VERSION | May 2019 |
| JD LAST REVIEWED ON | February 2020 |

PMF Template 1.2.1

Job Description

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| Job Title | **Finance Team Leader** | Reports To | **Executive Director** | Location | **UMN, Thapathali Office** |

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| Objective of the job | To provide strategic direction to and oversee all financial aspects of UMN’s work to ensure transparency, accountability and effective use of resources in the outworking of UMN’s Vision and Mission. | | |
| Areas of Responsibility | | Decision Making | Qualification & Experience |
| * Ensure strong and robust financial management across UMN, including at the Thapathali, Cluster, Hospital, and local partner levels. * Oversee and ensure UMN’s timely financial compliance with all government requirements, including tax clearance/exemption certification, annual accounts, external audit, and CPAC reports. * Oversee and support UMN’s timely financial compliance with all donor requirements, including support to Cluster Teams for production of high-quality donor budgets and financial reports. * Review and continuously improve UMN finance policies/procedures. * Ensure effective development of financial management capacities of all responsible UMN and local partner staff * Ensure that every budget holder has the necessary skills and resources for development and monitoring of budgets. * Strengthen Management Accounting within UMN, helping budget holders to access and interpret financial data for decision making. * Monitor adherence to UMN financial policies and procedures, including through oversight of the internal audit function. * Lead the Finance Team, focusing on coaching & skills development, team building, and delegation. * Support and challenge all team leaders to reduce unnecessary costs and improve UMN’s efficiency and value for money. * Periodically report to UMN Board Audit Committee and Leadership Team on the financial status of UMN, including policy compliance. * Together with Funding Team, assist the Leadership Team in strategically evaluating future financial resources required by UMN. * Manage UMN’s overall cash flow and reserves balance. * With ITS Team, ensure that UMN’s finance software is fit for purpose and is well understood by all users (UMN and partner). * Network and build relationships with finance professionals from other INGOs in Nepal to share knowledge and innovative practices. | | * Setting UMN’s financial policies, processes and guidelines * Contributing to leadership team decisions on finance * Financial aspects of strategy discussions * Recommendation of external auditors * All decisions regarding the Government of Nepal financial reporting requirements | * CA, ACCA or MBA/MBS qualifications * 5+ years’ experience in a senior financial management role of INGO * Experience in strategically evaluating the needs of an organisation and formulating appropriate strategies & approaches. * Experience of cross-cultural teamwork * People management experience |
| Dimensions | Skills, Attitudes, Behaviours |
| * Line management of finance team staff- currently 5 members * Overall responsibility for the development of finance staff within UMN (Kathmandu - 5 members and cluster-based – 8 members) * Responsible for finance team budget * Member of Internal Audit Committee, Funding Task Force, People Management Forum and other relevant committees | * Seeking to model all the UMN values * Actively seeking out & developing the potential within the finance team * Active listening, communication and feedback * Excellence in planning & organising * Able to teach and mentor, and explain financial matters to those with little financial expertise * Effective delegation skills to team members with a diverse range of capacities * Excellent analytical and numerical skills with an ability to interpret complex financial data * Innovative - always looking to improve and streamline systems and processes * Excellent computer skills, particularly in Excel and Accounting Software |