

JOB DESCRIPTION

Job Title:	Yemen Finance Manager
Location:	Aden, Yemen
Management responsibility:	Finance Officers
Reporting to:	Yemen Country Manager
Key relationships:	Headquarters-based Finance Business Partners, Yemen Team Programme staff, Yemen Operations team, partner organisation's Finance teams & donor agencies (for audits)
Type of position:	Yemeni National Position
Salary range:	Grade F, starting at USD \$36,036 per year (gross), 30 days annual leave & life insurance

BACKGROUND

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security. We do this by supporting effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld has been working on conflict prevention issues with Yemeni civil society organisations (CSOs) since 2010. Effective partnerships that benefit everyone are central to our strategy, approach and to how we work. With partners, we support women, youth and community groups in their efforts to build peace and respond to the impact of conflict. Together, we identify and address safety and peace building needs.

JOB PURPOSE

The Finance Manager is responsible for ensuring the country programme operates with efficient and transparent financial management, in line with recognised accounting/auditing standards and Saferworld procedures. The post holder will need to balance the demands of a growing programme portfolio while, at the same time, strengthening fiscal accountability.

The Finance Manager is responsible for ensuring the finance team provides timely and high-quality support to the country programme, including directly supporting the strengthening of skills, procedures and systems of the finance team, non-finance staff and partner organisations.

ROLES AND RESPONSIBILITIES

Take the lead on financial management and support

- Manage the improvement and implementation of **financial policies and procedures** for the Yemen Team in line with Saferworld and donor requirements.
- Oversee the routine generation of **timely and accurate internal and external financial reports**, including monthly expenditure reports, management accounts, payroll and annual financial budgets and statements.
- Provide **financial analysis, reports and forecasts to the country team's management**, particularly with regard to financial compliance, donor compliance and budget variance tolerances.
- Ensure **financial services are provided to the programme team** in a supportive, responsive and timely manner.
- **Advise management on financial decision-making** and systems development and improvement.
- **Ensure the accuracy of the organisational accounting records & oversee and monitor internal controls**
- Supervise **month-end and project closures and bank reconciliations**
- Support the **annual budget** preparation and review process
- Review project and sub-grant documents and budgets as needed
- Ensure all finance records and supporting documents are filed centrally and are accessible to other authorised staff
- Work with, and support the development of, non-finance team staff to strengthen their own finance skills
- Support and advise non-finance staff with understanding and implementing donor compliance rules

Lead in developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial management

- Ensure the frameworks for partner finances are robust but as simple as possible to use
- Ensure that partner provided financial information is validated and reflected in Saferworld's accounting system
- Work with programme team staff to support partner organisations to strengthen their financial management and oversight capabilities

Provide effective line management and support the development of financial staff for the Yemen Team

- Manage and develop finance staff so they can perform to the best of their ability and can progress within the organisation, understand the needs of others and work as part of the broader Yemen team
- Support finance staff so they understand their responsibilities, can easily assess their own performance, and their roles are as fulfilling as possible
- Planning to ensure the teams has the resources, skills and staff it needs to be effective, now and in the future
- Understand Saferworld's financial policies and translate these into practices that can be used by finance and non-finance staff.

Other duties as assigned by the Country Manager

SCOPE AND ACCOUNTABILITY

Decision making and limits of authority	The Finance Manager is accountable for the delivery of the finance team's services, deliverables and capabilities.
Financial resources	Not a budget holder, but responsible for compliance and budget oversight.
Other resources	N/A
People management	Finance Officers
Legal, regulatory and compliance responsibility	Ensure Saferworld complies with donor regulations, Saferworld's own compliance rules, as well as financial, banking and taxation regulations in Yemen.

PERSON SPECIFICATION

Essential requirements:

- Bachelor's degree in a related subject (Economics/Accounting/Finance or Business Administration) or compensating relevant work experience.
- At least 3 years' experience in a financial management/administration role within a non-governmental organisation (NGO)
- Strong experience with accounting software; with experience of introducing new systems and procedures; and an aptitude for system improvements and developments
- Experience managing all financial aspects of donor-funded grant contracts
- Experience developing and improving financial systems in a way that is appropriate for the specific programmes in place
- Experience working closely with other organisations in partnership
- Experience managing, supporting and developing a finance team
- Experience of management reporting to colleagues, including country programme staff and headquarters financial focal points
- Experience of developing and maintaining management accounts
- Experience of managing, and responding to, audits

Desirable requirements:

- A recognised accounting qualification (CIMA, ACCA, etc)
- Experience of conducting capacity-building for partners and staff on financial systems, good financial practices, building a coaching culture, group and individual training on IT systems and financial processes
- Exposure to SUN accounting software & Q&A

Skills and abilities

- Excellent financial management skills
- Strong facilitation skills
- Strong team management skills
- Fluency in written and spoken Arabic and English
- Good communication skills, written and oral;
- Excellent MS Excel skills
- A positive problem-solving approach;
- Enthusiasm to learn and apply new skills, and to encourage other to do the same
- Good interpersonal communication and team-working skills;
- Ability to work under pressure;

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to your area of work
- Commitment to your own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld
- Flexibility and adaptability

APPLICATION PROCESS

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: Yemen-FM)

Deadline for applications:

Applications close: **7th May 2023**

Tentative Interview dates: **15th May 2023** (*subject to change*), candidates will also be asked to undertake a written test

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

We only accept completed application forms, so please do not only send your CV.