

# JOB PROFILE

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<b>JOB TITLE: Consortium Programme Finance Manager</b>	
<b>DIVISION / DEPARTMENT / LOCATION: International, Humanitarian</b>	<b>JOB FAMILY: Finance</b>
<b>SALARY: £29,540 - £36,810 Gross per annum (pro rata)</b>	<b>LEVEL: C</b>
<p><b>OXFAM PURPOSE:</b> Oxfam works with others to overcome poverty and suffering. Working at Oxfam is so much more than just a job. As an Oxfam employee, you will join a team of professionals that is part of the international confederation of 17 organizations networked together in 94 countries. As part of a global movement for change, we are working together to end world poverty and injustice.</p> <p><b>TEAM PURPOSE:</b> To reach over one million people with increased, sustainable access to water, improved sanitation facilities and hygiene information.</p> <p><b>JOB PURPOSE:</b> To manage the programme finances for a multi-million pound, multi-country consortium WASH programme. To work within the programme team to ensure that financial and contractual procedures and practice are in place and contribute to the effective delivery of programme objectives. To ensure the provision of accurate and timely financial information and support to all key stakeholders.</p>	
<p><b>REPORTING LINES:</b> <b>Postholder reports to:</b> Global WASH Programme Manager <b>Staff reporting to this post:</b> N/A</p>	
<p><b>BUDGET RESPONSIBILITY:</b></p> <p>None.</p>	
<p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"><li>• Manages the programme finances for a multi-country consortium WASH programme</li><li>• Contributes to the development and delivery of programme plans and objectives</li><li>• Interprets financial information; provides analysis, support and advice to managers, on a range of complex issues including financial risk, contract management, results based programming and cash flow management.</li><li>• Manages own workload and day to day planning.</li><li>• Works from a wide range of information sources and uses them to inform</li></ul>	

individual and group decisions.

- Works with a consortium of NGOs and impact is across Oxfam and other agencies.

## **KEY RESPONSIBILITIES:**

### **Strategic planning and implementation**

- Responsible for feeding into and advising on the planning and implementation of the programme
- Responsible for the implementation of a framework of financial policies, procedures and systems and ensure they are being adhered to across countries and implementing partner organisations, in line with consortium agreements.
- Responsible with the Programme Manager, and relevant Country Directors in ensuring that implementing partners and operational teams are financially compliant with the terms of the donor contract and, where needed, that capacity building is carried out.
- Responsible for the reporting of strategic and significant issues relating to programme implementation to the Programme Manager and Country Directors.
- Ensure operational teams and partners maintain a set of complete and accurate financial records, including all relevant supporting documentation, to comply with contractual obligations

### **Contract Management**

- Responsible with the Programme Manager for ensuring compliance with donor contractual obligations.

### **Financial and cash flow planning, reporting and analysis**

- Establish financial management and reporting processes and procedures for the programme in line with both consortium and partner organisation agreements
- Provide guidance and support to country, consortium and partner finance managers with budget preparation, financial re-forecasting and reporting
- Ensure all budgets, financial re-forecasts and reporting is carried out to the desired quality and within prescribed deadlines
- Prepare consolidated programme budgets and quarterly financial reports
- Provide input to programme staff and the International finance team on financial business analysis including, budget versus actual reports, commercial tender management, cost recovery management, and foreign exchange issues
- Responsible for budgeting and reporting in respect of central UK-related costs
- Provide capacity building support to programme staff as required on financial management issues, policies, systems and procedures including results based programming and contract management
- Monitoring cash flow requirements and implementing cash flow controls

### **Audit management and follow up:**

- Ensure the timely audit of programme finances in line with donor and consortium requirements
- Ensure the implementation of all relevant audit recommendations. Follow up on recommendations where required

**Programme representation:**

- Attend relevant consortium planning and coordination meetings as required
- Collaborate with consortium and partner organisations as required

**Financial risk management:**

- Ensure all potential financial risks are identified, managed and communicated to programme stakeholders as required

**SKILLS AND COMPETENCE:****Essential:**

- Professional finance qualification.
- Substantial experience in programme financial management, budget development and donor financial reporting.
- Proven project management skills.
- Proven experience in managing commercial contracts and payment by results approaches.
- Strong communication skills both verbal and written.
- Attention to detail.
- Strong analytical and problem solving skills.
- Ability to work under own initiative.
- Computer literate with knowledge of various financial accounting packages.
- Ability to influence key stakeholders and team members.
- Ability to work across multi-disciplinary teams including external consortium members.
- Analytical and logical thinker
- Disciplined and deadline driven
- Ability to remain calm under pressure.

**Desirable:**

- Proven experience of working with large Institutional-funded programmes.
- Proven ability in staff capacity development.
- Experience working overseas.
- Basic ability in French and/or Swahili

**OTHER:**

Contract will be issued subject to funding approval.

**Date of issue: 22/01/2014**