1. JOB PURPOSE

The job holder will support the EU Advocacy project by ensuring compliance, adherence and accountability to EU financial grant guidelines, rules and regulations as well as those of IPPF ARO. She / he will be responsible for the successful financial administration and finance-related activities of the project, such as financial planning, financial reporting, and all other necessary tasks to ensure an efficient, secure and appropriately controlled financial environment in accordance with both EU requirements and IPPF AR corporate standards.

2. KEY TASKS

**Financial Management**

1. Ensure that all financial transactions and reporting procedures are compliant with the project funding agreement, procedures, rules and regulations of the EC and IPPF ARO.

2. Assist in the development and implementation of co-funding and pre-financing strategies for IPPF ARO and partners.

3. Maintain a transparent budget tracking and reporting system detailing overall budget status and that of partners.

4. Prepare monthly project reconciliations (banks, partners, suppliers’ accounts, etc.) and carry out other treasury related duties (preparation of monthly cash budgets and monitoring account balances) in accordance with EU policies and regulations, as well as those of IPPF AR.

5. In close coordination with partner finance staff, maintain a system to monitor and forecast cash requirements to meet administrative and project expenditures and inform management about budget issues that may arise.

6. Support the implementation of procedures, risk management and ensure financial controls for the EU project by all partners.

7. Produce reports on financial performance of the grant against project work plan and budget.

**Grant Management**

8. Oversee the EU grant from inception to completion, and ensure that all project related income and expenditure is in line with the agreed outputs and objectives of the project.

9. Ensure timely disbursement of grant funds to partners and monitor use of the funds in accordance with these guidelines.
10. Develop and use grants management tools such BvAs and activity plans among partner teams to ensure accurate budget tracking and timely alerts to potential challenges/obstacles.

11. Prepare for internal and external audits by ensuring that the project’s book of accounts and bank balances are up-to-date as well as preparation of annual audit schedules.

12. Support strategic business planning and decision making both within the project and in the organisation.

13. Provide support to Project Advocacy Advisor in ensuring

**Capacity Building**

14. Support the development of the proper finance and grants management capacity among programme MAs in the region through training and capacity building of finance and administration staff as needed to manage the grant.

**Other**

15. Undertake any other duties that might be assigned by his/her supervisor;

### 3. RESPONSIBILITIES

a) **Any staff responsibilities carried by the post holder**

None

b) **Any policies, plans, programmes, procedures and financial responsibilities carried by the post holder**

8. Ensure compliance with EU rules and regulations as set out in the Practical Guide to Contract Procedures for EU External Actions (PRAG), as well as the contractual specific and general conditions.

Ensuring adherence to IPPFAR policies, values, procedures, rules and regulations and any other agreements between IPPFAR and partners.

Responsible for compiling and submitting to his/her supervisor the monthly expenditures report.

Support the Budgetary Control and Procurement Advisor in the timely provision of accurate information on the SOB (Status of Budget) and addressing promptly any issues raised by budget holders.

Responsible for the sound accounts management for IPPFAR office and programmes

c) **Any advisory responsibilities carried out by the post holder**

Contributes to the periodic reviews of financial control systems, tools and procedures and acts as a resource person to both the Senior Manager of Operations and the Budgetary Control and Procurement Advisor recommending revisions thereof to keep them up-to-date and to ensure risk reduction in financial management matters.

### 4. EDUCATIONAL QUALIFICATIONS

- The jobholder should at least have a Bachelor’s degree in Finance/Accounting
- A CPA or ACCA qualification is an added advantage

### 5. PROFESSIONAL EXPERIENCE
- At least five years relevant experience in finance in the NGO sector, particularly EU funded projects.
- Demonstrated sound knowledge of EU grants and contract compliance is required.
- Thorough understanding of EU principles and their application, e.g. co-financing, eligible/ineligible costs, financial and administrative penalties, contingency planning etc.
- Experience in project-level financial accounting, supporting audit management as well as administration of partners and sub-contractors.

6. **SKILLS**

- Fluency in English and French
- Analytical skills in Finance and accounting
- Good Interpersonal relationship communication and negotiation skills
- Attention to details
- Supervisory skills and a good team player
- Ability to work with minimum supervision
- Computer literacy (Word, Excel, Accounting software and Power Point)

7. **OTHER PERSONAL ATTRIBUTES**

- High level of Professional Ethics
- Ability to maintain high level of confidentiality
- Focus on continuous improved results/performance
- Possess sound judgement and is detail oriented.
- Flexible and willing/ready to work outside normal working hours when the exigencies of service so demand
- Strong interpersonal skills, an ability to work well with a wide variety of people from various countries.
- Must be willing to travel occasionally.
- Subscribe to IPPF’s Policies, Mission, Vision, and values and IPPFAR’s, Procedures, rules and regulations