

JOB DESCRIPTION

Job Title:	Finance Manager
Location:	Sana'a, Yemen
Management responsibility:	2 Finance Officers
Reporting to:	Yemen Country Manager
Key relationships:	Finance Director and Financial Controller (UK), Yemen programme staff, MENA programme staff (UK)
Salary range:	Competitive INGO salary

About Saferworld

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with local organisations, civil society, governments and international organisations to encourage and support effective policies and practices through programming, advocacy, research and policy development, and through supporting the actions of others.

Saferworld's work in The Middle East and North Africa (MENA) includes supporting communities to build peace; championing civil society; working to advance women's empowerment, especially with regards to peace and security; and advocating for governments to adhere to international law on responsible arms transfers. Effective partnerships that benefit everyone are central to our strategy, approach and to how we work.

About Saferworld in Yemen

Saferworld has been working on conflict prevention issues with Yemeni civil society organisations since 2010, with an office in Sana'a. With partners, we support women, youth and community groups in their efforts to build peace and respond to the impact of the war. Together, we identify and address safety and peace-building needs. Our work in Yemen is currently funded by the European Commission and the Netherlands and UK governments.

Job Purpose:

The Finance Manager will be responsible for ensuring the efficient and transparent management of the Yemen office and programme finances in line with recognised accounting/auditing standards and Saferworld procedures, in the context of fast growing programmes. The Finance Manager will also be responsible for the development of new systems, including the systems of key partner organisations, and the maintenance of robust financial controls to support this growth.

Key areas of responsibility:

1. Lead in financial management and systems development. Provide effective line management and support the development of financial staff for the Yemen office.
2. Lead in developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial management across the board.

ROLES AND RESPONSIBILITIES

1. Lead in financial management and systems development. Provide effective line management and support the development of financial staff for the Yemen office.

- Manage Yemen-based finance and administration team responsible for keeping financial records and performing financial procedures (receipts, payments, petty cash, payroll), including records of transactions related to programme activities
- Lead development and maintenance of robust financial controls (bank reconciliations and other control accounts, finance reports, etc.)
- Assess financial system and any new accounting software needs of the Yemen programme to manage the anticipated growth. Plan and manage new software implementation and roll out.
- Lead in ensuring efficient, effective and accurate data entry into the global accounting system ('Sun'), learn reporting and data analysis techniques and ensure good housekeeping.
- Lead financial reporting to Saferworld colleagues, donors and London head office with a focus on optimal performance management.
- Assist and support the Country Manager in ensuring that field expenditures meet Saferworld and institutional donor requirements and remain within the approved plans and budgets.
- Assist and support the Country Manager and MENA Regional staff in the preparation of budgets for project proposals.
- Manage Yemen office payroll.
- Effectively organise and manage internal and external audits, as per donor policies where appropriate.
- Produce statutory (legal) accounts and other returns.
- Lead in ensuring strict compliance to financial policies and guidelines, the post holder will update, disseminate and appraise staff and partners on all such policies either at induction or as part of strengthening capacity and good practice.
- Together with the Country Manager, Monitor and manage risks to the Yemen programme arising from the volatile economic situation including inflation, currency volatility, liquidity shortages, and difficulties receiving international transfers or making transfers to partners.

2. Lead in developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial management across the board

- Develop strong relationships with all Saferworld colleagues and partners to enhance their understanding of finance and build their knowledge on day-to-day financial reporting and accounting.
- Develop strong relationships with, and provide training and ongoing support to, partner organisations so that they effectively and transparently manage their funds.
- Provide support with performance management and capacity building of staff and partners.

PERSON SPECIFICATION

Essential requirements:

- Bachelor's degree in a related subject (Economics/Accounting/Finance or Business Administration or compensating relevant work experience).
- At least 5 years' experience in financial management/administration within a non-governmental organisation (NGO)
- Experience of computerised accounting software; experience of implementing new software; and an aptitude for system improvements and developments
- Experience of managing government grant contracts
- Experience of developing and improving financial systems in a way that is appropriate for the specific programmes in place
- Experience of management reporting to colleagues, including overseas colleague and offices
- Experience of management financial reporting

Desirable requirements:

- A recognised accounting qualification (CIMA, ACCA, etc)
- Experience of working in or on difficult, complex conflict-affected and post-conflict environments
- 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

TERMS AND CONDITIONS

Type of position: This is a national position

Probation: There will be a probation period of three months

Salary range: Competitive INGO salary.

Holidays: There are 30 days leave a year (Jan-Dec) in addition to Yemen public holidays

Hours: Full-time position 37.5 hours/week.

APPLICATION PROCESS:

Please complete the **Saferworld Application Form** (a copy of which can be found at www.saferworld.org.uk/jobs/jobs) detailing how you meet the selection criteria and send to: recruitment@saferworld.org.uk. (Please use subject heading: **FMY**)

Deadline for applications: 19th January 2019

Please note that only electronic applications will be considered and only shortlisted candidates will be contacted

Only complete application forms will be considered so do not send your CV