

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Programme Officer (PO) – Finance		Finance and IT (Cluster D)	
Location:	Responsible to:		Date:
New Delhi	Director, Finance and IT		July 2009
1. JOB PURPOSE			
<p>To ensure effective financial control systems are in place and operating effectively in the South Asia Region (SAR) to allow accurate reporting of financial results.</p>			
2. KEY TASKS			
<ol style="list-style-type: none"> 1. To develop and implement a Regional strategy for effective financial management. 2. To develop and disseminate guidelines, policies, standards and technical tools relating to finance. 3. To be responsible for overall financial management of the South Asia regional Office (SARO). 4. To prepare periodic grant recommendations for approval or otherwise by Regional Director, (RD), (together with advice concerning the withholding of grants when appropriate). 5. To ensure that Grant Agreements with Member Associations (MAs) conform to IPPF regulations ensuring Accountability in the use of Resources. 6. To ensure SARO's compliance with statutory requirements. 7. To be responsible for meeting contractual and audit requirements of all restricted grants. 8. To prepare financial reports and compile financial management information for the Management Group and other key meetings and participants. 9. To develop financial information systems including electronic Information Management System (eIMS) to ensure they meet the financial reporting needs of IPPF. 10. To facilitate internal and external audit of IPPF SARO. 11. To be the focal point for work on finance in SARO with Central Office and SAR MAs. 12. To provide technical assistance to MAs in SAR on: <ol style="list-style-type: none"> a. Review and development of financial management systems. b. Training MA staff and volunteers in financial management and budgetary control procedures and ensuring that a robust internal control system is in place. c. Investigations into financial systems, reviews of remuneration policies, assistance with the preparation of budgets and up-dating records. d. Determine that the financial policies contained in Grant Agreements are adhered to. e. Ensure that External Audit is conducted in accordance with the IPPF policies and procedures. 13. To ensure that any intervention in an MA is undertaken in collaboration with the Directors (Country). 14. To build and maintain positive working relationships with all members of staff and contacts both within and outside the Federation. 			

15. To undertake any other reasonable duties as may be requested from time to time.
3. RESPONSIBILITIES
a) Staff responsibilities carried out by the job holder. Four Executive Assistants – two Accounts, two Office Services and indirectly – six Assistants reporting to the Executive Assistants.
b) Financial responsibilities carried out by the job holder. The post holder has a direct expenditure authorization limit of US\$ -- million The post holder is responsible for producing the annual consolidated financial statements which reflect income exceeding US\$ -- million. This involves consolidation of the SARO transactions. The post holder is also responsible for the recording of all financial transactions of IPPF SARO to ensure compliance with legal, fiscal and non-statutory requirements. The post holder has budgetary and treasury management responsibilities and produces management and statutory financial reports. SARO has a budget in excess of US\$ -- million for which the post holder carries a significant responsibility.
c) Advisory responsibilities carried out by the job holder. <ul style="list-style-type: none"> • To advise POs, Directors and RD on finance. • To advise MAs on financial management.
4. EDUCATION & QUALIFICATIONS
Describe the likely educational/training background of the job holder. <ul style="list-style-type: none"> • Graduate degree • The post holder must be a suitably qualified accountant (Chartered Institute or CIMA). • Evidence of professional development particularly in business skills desirable.
5. PROVEN ABILITY
Describe the minimum level of professional experience required to do the job. <ul style="list-style-type: none"> • 5 years experience in the financial management of development programmes in developing countries. To include 3 years staff management experience. • Thorough technical knowledge on financial management issues.
6. SKILLS
Detail the skills needed to do the job, <i>including</i> languages. <ul style="list-style-type: none"> • Excellent accounting and budgeting skills • Good knowledge of international accounting standards • Audit and financial systems analysis experience

- Excellent interpersonal skills. Strong verbal communication skills required to train staff and convey complex financial information in an easily understandable form to non-financial staff. Ability to interact with diverse groups.
- Excellent written communication skills.
- Strong analytical skills.
- Well developed training skills.
- Fluent in English. Fluency in other language(s) spoken in the South Asia Region would be desirable.
- Good IT skills – ability to use MS Office. Database skills desirable.
- Good organisational and time management skills to meet deadlines.
- Ability to work independently and as part of a team.

7. PERSONAL COMPETENCE

Describe the characteristics of effective job performance, e.g. sound judgement, ability to maintain confidentiality.

- Rights-based and gender-sensitive perspective
- Discretion in handling confidential information.
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates
- Willingness to travel internationally – approximately 10-15 travel days a year

Signed: Date:
Job Holder

Signed: Date:
Supervisor

Signed: Date:
Next Highest Authority