



POSITION DESCRIPTION

	Date 13 th May, 2010	Revision Date(s)
Position Title Internal Controls Coordinator	Position Number	
Department AME Finance	Reporting To (Title and Position Number) AME Finance and Administration Director	
Cross Functional Department Internal Controls	Cross Functional Reporting To (Title and Position Number) Director of Internal Controls	
Position Titles/Position Numbers Reporting to this Position		
None		
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>This position plays a key role in the review and development of policies, implementation of good internal controls and training of staffs in HFHI AME Area Office, Branches and National organizations in Africa and Middle East.</p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Represent AME Area Office in the HQ Internal Controls team. Actively participate in the development of Internal Control policies ensuring that they are relevant to AME operating environment. • Support the Area Office, Branches and National Organizations in identifying, developing and implementing standard operating procedures to ensure compliance with HFH global policies and local laws. • Coordinate AME's participation in the Strengthening Internal Controls Project (SICP). • Conduct SICP reviews, recommend changes to business practices and follow through to ensure that required changes were made and are still effective through periodic testing. • Assess ongoing Branch/NO SICP compliance within the quarterly International Financial Indicator reviews. • Ensure compliance with existing HFHI financial policies and procedures, identifying & proposing additions & modifications as needed. Track compliance to existing policies and procedure within the quarterly International Financial Indicator reviews. • Monitor and provide advice to management to minimize risk resulting from poor internal controls. • Identify areas of financial and administrative strength and develop best practices. • Review with AME Management and Regional Directors Branch/NO management responses to Internal and External audit management letter to ensure action, responsibility and timing of action plan is clear and defined. • Follow-up on External/Internal Audit action plan to ensure that all action items are resolved in line with Management's audit response. Ensure all action items are resolved before the next annual audit. • Assist AME Branches and National Organizations by supporting their national affiliate strategy to meet HFH Standards of Excellence related to financial and administrative issues at the NO and affiliate level. • Provide management with periodic reports on compliance with HFH Standards of excellence. • Provide training to National Organizations' and Affiliates Offices' staffs including area-wide trainings on Internal Controls. Assist, where necessary National Offices in providing training to affiliates. • Support, as agreed, AME Regional Finance team in providing on-going technical support to AME Branches/National Organizations during field visits. • Promote and support departmental teamwork, and other tasks related to Finance/Accounting as required. <p><u>Other</u></p> <ul style="list-style-type: none"> • Assist in the recruiting and retention of finance staff. • Participates in and/or leads area and global work groups focused on internal controls, policies and procedures. • Other tasks as assigned 		

<p>Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)</p> <ul style="list-style-type: none"> • A demonstrated knowledge of finance, accounting and internal controls • Strong organizational skills with ability to manage multiple projects simultaneously. • Strong analytical skills. Detail oriented and ability to work and interpret numbers, figures and other financial information. • Strong Communication skills – both oral and written. • Ability to work with other cultures. • Patience and perseverance in understanding and explaining issues with field staff. • Ability to address issues and effect change through persuasion and diplomacy. • The flexibility and independence to work in a changing and unstructured environment. Ability to work interdependently within a team. • Creativity and innovativeness. • Fluency in English and French. • Arabic and Portuguese language ability preferred.. • Servant Leadership: Model servant leadership and motivate other leaders, staff members, beneficiaries and volunteers in following the vision of HFH. Demonstrate and articulate the love and teachings of Jesus Christ and ensure that Habitat Africa and Middle East core values permeate the projects at all levels.
<p>Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)</p> <p>Generally interact with others to give and receive information. Work closely with the NO's to build capacity and coach. Work as part of a team on specific projects. Can report to various cross-functional supervisors.</p>
<p>Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)</p> <p>HFHI Finance staff, AME Area Office staff, Branch and National Offices' National Directors and Finance staff</p>
<p>Budget/Financial Level/Stewardship and Financial Discretion</p> <ul style="list-style-type: none"> • Accountable for stewardship of his or her own productivity and consumption of resources. • Routinely review financial transactions.
<p>Working Conditions</p> <p>This position is based in a modern office environment located in Pretoria, South Africa. Willing to travel throughout AME area as needed up to 50%</p>
<p>Planning and Leadership Impact</p> <p>Contribute significantly to Area planning through development and maintenance of a management information system, assisting the Area's senior management in making timely and relevant decisions</p>
<p>Policy Level Impact</p> <p>Administer, develop and manage policies</p>
<p>Experience Required</p> <ul style="list-style-type: none"> • Proficiency in MS Office Applications and experience working with several different accounting software packages required. • 3 years auditing experience • 3 years experience in international accounting or Business Management preferred • 2 years experience with managing USAID grants or performing A133 audits preferred • Experience in writing policies and procedures and process evaluation and documentation • Experience in installation and training on computerized accounting systems Preferred – training experience
<p>Education Required</p> <ul style="list-style-type: none"> • Undergraduate degree in related field or equivalent. • CPA/Chartered accountant or preferred
<p>Notes/Other</p>

To Be Filled Out by Human Resources

Compensation Determination

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