



POSITION DESCRIPTION

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| | Date 22 January, 2007 | Revision Date(s) 26 May, 2010 |
| Position Title Regional Finance Manager MEEA | Position Number | |
| Department AME Finance and Admin | Reporting To (Title and Position Number) AME Finance Director | |
| Cross Functional Department AME Program | Cross Functional Reporting To (Title and Position Number) | |
| Position Titles/Position Numbers Reporting to this Position | | |
| Finance Specialist | | |
| 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 is responsible for support and oversight of the financial accounting and reporting for HFH Branch and National Offices in Middle East and East Africa.</p> <p>The Regional Finance Manager will perform the above role either as a program team lead, a program team member, or as a thematic knowledge manager:</p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Provide primary Finance support to MEEA HFH Branch and National Offices (NO). • Assess and support MEEA Branch and NO Finance operations to ensure compliance with HFHI policies/procedures and existing national and international financial accounting standards (GAAP, IAS). • Support AME Internal Control Specialist in the rollout of the Strengthening Internal Controls Project (SICP) and HFHI Internal Control policies and procedures within MEEA. • Oversee the MEEA external audit process for Branch and NO's to ensure that their audit meets HFHI's External Audit policy standards. Act as the point person for reconciling and consolidating Branch financial results in preparation for HFHI annual external audit. Ensure that Branch external audits are done within HFHI's audit deadline. • Review External and Internal Audit management letter recommendations with AME Regional Directors. Follow through, in coordination with Internal Control Specialist, to ensure that all Management action items are completed in a timely manner. • Participate in Quarterly program planning and monitoring meetings. • Complete financial accounting, reporting and consolidation of area financial reports on a regular basis and track key indicators. • Perform quality control reviews of Branch/NO financial reports, including quarterly financial indicators and review of annual budgets. Follow up with HFH Branch and NO Finance to ensure all issues raised during the review process are addressed in a timely manner. • Support grants proposal development, including review of all grant proposals and budgets. • Participate in review of quarterly financial analysis reports with AO and Branch/NO management • Assist in development of mortgage reconciliation process. • Notify Area Management Team of non-compliant Programs and Projects. • Investigate, document/disseminate, and train HFH national and international staff on best practices in financial accounting. • Coordinate with Regional and Program teams to develop Branch and NO's financial and programmatic strategies. • Work with the Regional Teams to process and summarize Branch and NO budgets. • Provide training to Branch and NO's staff, including area-wide trainings on HFHI policies, procedures and systems. Assist Branch and NO in providing training to affiliates. <p><u>Monitor grant compliance in the Area</u></p> <ul style="list-style-type: none"> • Work very closely with area and national offices staff on grant finance issues in the area. • Support AME Grant Manager in ensuring accountability and compliance for all bilateral and multilateral | | |

grants in the area.

- Review all expenses charged to selected grants and ensure compliance with approved policies and procedures including allocation and allowance.
- Design and prepare reports using SUN Systems/Vision XL/Vision Executive.
- Track expenses vs. budgets and advise AME Grant Manager about possible over/under expenditure and ways of solving the problem including budget revisions and (no) cost extensions if needed.
- Provide a full range of support - consultative, advisory, information gathering and analysis.

Assist, train and monitor grant implementation in Branch/National Offices

- Prepare training and resource materials related to grant finance accountability for use by field staff.
- Provide on-the-job training for grant accountants in each national office.
- Work with Grant Manager to coordinate training of finance staff within the Area on grant finance policies and procedures.
- In coordination with Grant Management unit ensure all grant handling staffs are properly trained on grant requirements for programs they are working on.

Track Compliance on Grant Issues & Grant Audit Findings

- Coordinate with NO audit functions, AME internal control specialist and HFHI grant finance officers to assure there is follow-up and implementation of grant audit recommendations in NO's.
- Work on initiatives to address most frequent audit findings and accountability issues related to USAID and other grants.
- Ensure that the project grants are executed in a timely manner and in accordance with the grant agreement.

Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)

- A demonstrated knowledge of finance, accounting and GAAP reporting
- 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.
- Arabic 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 & Middle East core values permeate the projects at all levels.

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.)

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.

Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)

HFHI Finance staff, AME Area Office staff, Branch and National Offices' National Directors and Finance staff

Budget/Financial Level/Stewardship and Financial Discretion

- Accountable for stewardship of his or her own productivity and consumption of resources.
- Routinely review financial transactions.

Working Conditions

This position is based in a modern office environment located in Pretoria, South Africa. Willing to travel throughout Africa and the Middle-East area as needed up to 40%

Planning and Leadership Impact

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

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| Policy Level Impact Administer, develop and manage policies |
| Experience Required <ul style="list-style-type: none">• Proficiency in MS Office Applications and experience working with several different accounting software packages required.• 3 years experience in international accounting or Business Management• 2 years auditing experience preferred• 2 years experience with managing USAID grants or performing A133 audits preferred• Experience in installation and training on computerized accounting systems Preferred – training experience |
| Education Required <ul style="list-style-type: none">• Undergraduate degree in related field or equivalent.• CPA/Chartered accountant preferred |
| Notes/Other |

To Be Filled Out by Human Resources

Compensation Determination