

Role title:	Finance Manager Nigeria	Line manager:	Country Manager	Management responsibilities:	Yes
Role family:	Finance	Matrix manager:	Senior member of the finance team	Expected travel per annum:	Up to 40 days
Positioned in:	Africa	Budget authority:	Yes		

<p>Role context</p> <p>The postholder will be responsible for managing the finance and compliance functions of the Nigeria country programme and financial management, compliance and reporting of donor funded programme, and in particular, supporting new donor contracts. The postholder might also be responsible for capacity building of partners and other colleagues in financial management.</p>	<p>Role purpose</p> <p>To take a senior role in leading and setting professional financial standards (and in some roles the administration standards) and to be responsible for direct or matrix management of other staff. To manage the finances of a country, regional or continental programme in line with Christian Aid policies, procedures and standards. To be responsible for the effective financial management of the country, regional or continental programme including the preparation of financial plans and reports. This may or may not include the facilitation of improvement in staff and/or capacity in financial management, in particular restricted funding programmes. To be responsible for finance across a number of offices or countries or programmes within a geographical division. To ensure the adherence to all financial statutory requirements in the countries within the region or continent. This role may include ensuring that donor funded programmes are in compliance with institutional donor regulations and requirements by supporting and building capacity of Christian Aid country staff. May be responsible for provision of Tier 1 IT administrative support, however depends on other roles in the office.</p> <p>Role outputs</p> <ul style="list-style-type: none"> All financial returns, for the offices for which the Country/Regional Finance Manager has responsibility, submitted for processing accurately and timely. Office in adherence to all financial policies and procedures, including where appropriate those of external donors. Any issues arising from non-compliance dealt with swiftly and efficiently and well managed budgets within all the programmes/offices. Partners meeting the financial reporting requirements placed on them by Christian Aid through effective capacity building. Staff and partners trained in compliance regulations and supported by accurate policies and procedures. Reports and funding applications fully compliant (this may not apply to all roles). High performing finance team within the country or programme who are meeting their objectives. Tier 1 IT support provided to ensure smooth running of systems and administration (may not be applicable, depends on location and other roles in office). 	<p>Education and qualifications</p> <p>Significantly higher intellect and perhaps a post graduate qualification such as an MSc or MBA • Qualified accountant with an internationally recognised accountancy body</p> <p>Knowledge required</p> <p>Essential</p> <ul style="list-style-type: none"> Depending on the country context fluency in verbal and written French, Portuguese or Spanish <p>Desirable</p> <ul style="list-style-type: none"> Understanding of the working of NGOs Fluent in a verbal and written local language of the country in which this position is based <p>Experience and skills</p> <p>Intellect to recognise principles and practices contributing to the function • Ability to contribute to decisions affecting the department • Considerable experience of working for a finance function of a not-for-profit organisation, managing a small team over distance, managing audits and delivery of training experience</p>		
<p>Relationships</p> <ul style="list-style-type: none"> The role is line managed by the CA Country Manager of Nigeria The role is professionally supervised by a member of the International Finance Team based in London The post-holder will also work closely with other CA staff involved with finance and compliance responsibilities including the Regional Compliance Officer, the International Finance Team and programme based finance staff in other country offices The post-holder will also work closely with partner organisations training personnel in financial compliance and financial management. 				
<p>Decision-making</p> <p>Review authority for all country or regional financial transactions • Management of Christian Aid and partner programme budget and other donor contracts under the direction of the Country Manager or Head of Division and within the delegation of authority parameters agreed with the Country Manager or Head of Region or Division • Represent Christian Aid to donors • Lead and facilitate annual statutory and/or donor audits as required for the country/regional programmes; implement the audit recommendations for the Christian Aid country/regional office; advise on implementing any audit recommendations within partner organisations • Contribute to the efficient management of grants • Co-ordinates/manages the implementation of new systems and processes around compliance and financial management of the programme in line with Christian Aid overall corporate requirements</p>				
		<table border="1"> <tr> <td>Christian Aid core IT skill requirement</td> <td>Intermediate</td> </tr> </table>	Christian Aid core IT skill requirement	Intermediate
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		<p>General</p> <ul style="list-style-type: none"> Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility. Abide by the Code of Conduct, policies and procedures within Christian Aid. This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder. Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the Churches in relief and development, and strengthening poor communities. 		

Core competencies:

A: Innovation and creativity

These behaviours are about demonstrating openness to new ideas and seeking opportunities for Christian Aid to grow and be more effective at achieving its essential purpose. We also seek to learn from our experiences, adapt appropriately to change and make effective decisions on the most appropriate intervention.

- **L3** Coordinate the implementation of opportunities for Christian Aid's growth and effectiveness in its work.
- **L3** Coordinate others in the creation, promotion and adoption of learning and creativity within the work group.
- **L3** Coordinate change initiatives and work with people to achieve the desired organisational changes.
- **L3** Make decisions at a work group level based on technical expertise.

B: Effectiveness and accountability

These behaviours are about demonstrating the ability to organise and execute work plans in a way that strengthens the work of Christian Aid. Everyone is accountable for their contribution to the achievement by Christian Aid of aims and objectives set out in its key strategy document Turning Hope into Action.

- **L3** Coordinate work groups in the implementation of work plans to ensure the most cost-effective outcome for the greatest benefit.
- **L3** Manage others in the creation and delivery of work group plans.
- **L3** Coordinate the implementation of work group goals to achieve work group objectives.
- **L3** Coordinate the review of issues affecting the work group and support the implementation of agreed actions.

C: Team work

These behaviours are about demonstrating effective working practices with individuals and work groups; supporters and partners; staff and volunteers; and any other stakeholders. They emphasise the need to act as one organisation in an environment that reflects many different cultures and disciplines.

- **L4** Manage and influence others to apply and develop Christian Aid's culture, structure and policies.
- **L3** Coordinate the maintenance of effective roles across work groups.
- **L3** Promote an inclusive environment that encourages diverse people, views and ideas.
- **L3** Encourage and engage others to achieve work-group objectives.

D: Communication and interaction

These behaviours are about relating to others, communicating and networking effectively about the work of Christian Aid, and presenting information and expressing opinions confidently to internal and external audiences.

- **L3** Coordinate the creation of communications and relay information/ ideas across the work group.
- **L3** Coordinate networks and seek opportunities to work with others for mutual and work-group benefit.
- **L3** Advocate own ideas, probe issues and opinions, and anticipate challenge.
- **L3** Engage confidently using English language.

Management competencies:

E: Operational leadership and management:

These behaviours are about effectively leading and managing work groups to deliver high-quality results for supporters/donors, beneficiaries and internal customers.

- **L2** Integrate and interpret broad and complex information
- **L2** Personally take risks
- **L2** Integrate and interpret broad and complex issues
- **L2** Align work group goals and actions

F: People leadership and management

These behaviours are about effectively leading and managing people within a work group, enabling their voice within the work group, managing their performance and enabling individuals and work groups to volunteer their best contribution for the organisation.

- **L3** Ensure ongoing learning
- **L2** Appeal to others' interests
- **L2** Facilitate change
- **L2** Facilitate achievement of work group results

Role-specific competencies:

G: Attention to detail

Working in a conscientious, consistent and thorough manner.

- **L4** Manage identification of relevant information

H: Financial Accounting and Reporting

Intermediate:

- **L3** Demonstrates intermediary knowledge and ability, and can apply the competency, with minimal or no guidance, in the full range of typical situations. Would require guidance to handle novel or more

I: Management Accounting and Budgeting

Intermediate:

- **L3** Demonstrates intermediary knowledge and ability, and can apply the competency, with minimal or no guidance, in the full range of typical situations. Would require guidance to handle novel or more

J: Internal audit, risk and policy

Intermediate:

- **L3** Demonstrates intermediary knowledge and ability, and can apply the competency, with minimal or no guidance, in the full range of typical situations. Would require guidance to handle novel or more