

## **Dealing with Problems:**

The position involves a high degree of complexity in resolving a wide range of challenges which typically occur in Field program operations, donor financial reporting, donor budget management and corporate finance systems which include:

- Staff capacity building skills to ensure that staff understand the existing Donor requirements, Plan procedures, controls and processes for compliance and efficiency
- Ability to analyse data and draw conclusions thereof – mainly for donor budget management and reporting
- Regular review of control processes to minimize financial risk to the organisation
- Audit planning and audit action implementation skills to help improve financial controls around donor funds management
- Ability to work independently with minimal supervision
- Working in partnership with different organization culture and ensure project results are achieved timely without compromising with quality
- Managing donor grants with strict reporting deadlines
- Working effectively in multiple communities and environments
- Operating in remote areas and with vulnerable communities
- Appreciation of child rights and gender equality
- Flexible to handle any other job related responsibilities as assigned by the PAIM or CFM

## **Communications and Working Relationships:**

### **Internal**

- Country Finance Manager
- Country Senior Accountant
- CO Finance Team
- Project Managers
- PIAM & CO Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit
- Emergency Response team
- Global Assurance Team and External Auditors
- Programmes Team
- Technical Experts
- Other Plan staff

### **External**

- National Offices and donors for grants financial reporting and compliance
- Partners for advance management
- Service providers for tax management

## **Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:**

### Knowledge

- A University degree in Accounting or a professional qualification such as CIS , CPA,ACCA or equivalent
- At least 5 years experience in a similar role in an INGO environment
- Excellent knowledge of grants management in complex environments
- Experience in capacity building for staff development – both Plan and NGO partners
- Good speaking, writing and understanding of English Language.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development
- Strong knowledge in the use of SAP and other Accounting Corporate software
- Advance level skills in computer usage-MS office and E-mail systems

### Skills