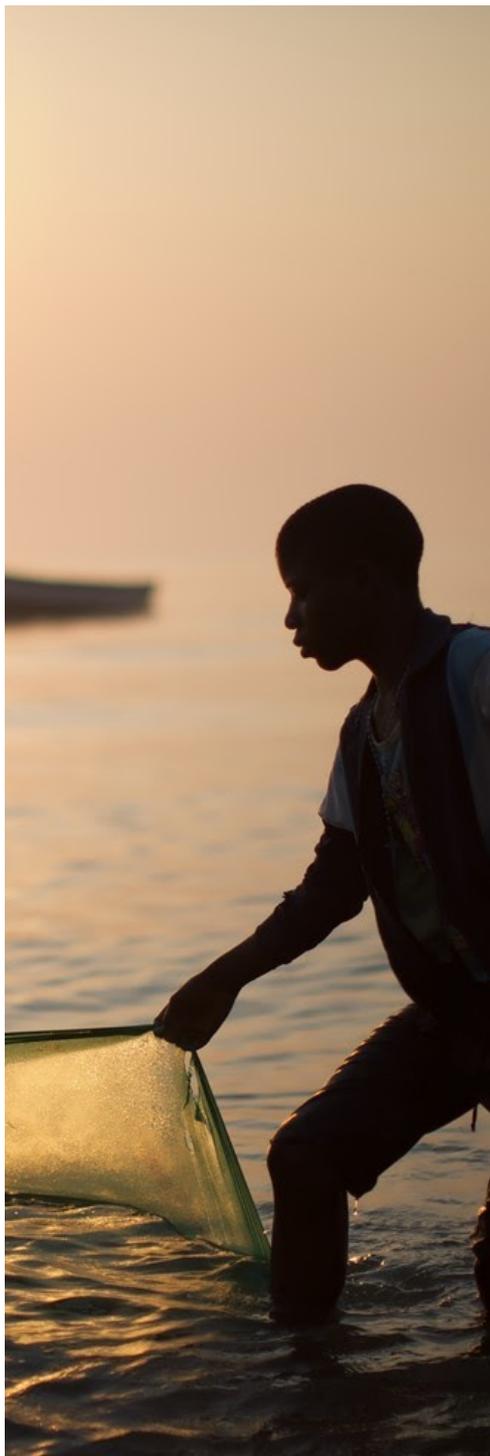


JOB PROFILE

How to Apply for this Job



Kieran Dodds/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Assistant Finance Manager
Group	International group
Team	East and Central Africa team
Location	South Sudan - Juba
Responsible to	Finance Manager

Part 1 – Job description

1. Main purpose of the job

To be responsible for the supporting of finance operations by giving direct technical support to finance and project staff in effective and efficient financial control relating to balance sheet reconciliations, filing structure, documentation of financial processes, monitoring field procurement practices, facilitating best practice in resource utilization including the use of assets, and verifying stocks and gifts in kind. To provide Finance and Accounting management support and capacity building functions to Tearfund partners, to ensure financial procedures and systems for financial management and control are in compliance with Tearfund and donor requirements.

2. Position in organisation

- Grade: 4
- Reports to the Finance Manager
- Direct Reports: Senior Finance Officer
- Dotted Line Responsibility: Programme Manager

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.

- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Key Responsibilities

5.1. Programme Strategy

- Assistance in preparing budgets for projects and core costs.
- Assist in preparation of monthly management reports for review
- Assist in ensuring timely and accurate financial reports from partners

5.2. Project / Support function management

- Day to day oversight of cash disbursements, cash receipts, banking, and petty cash management, collection and payment of relevant taxes to local authorities and other finance related tasks. This includes actual payroll disbursements
- Preparation of timely and accurate cash transfer requests including cash for payroll
- In consultation with the HR Manager, establish a payroll system for national staff (excluding physical payment)
- Ensuring timely payment of utilities (e.g. rent, water, electricity, telephone, refuse).
- Monitoring staff expense accounts, resolving discrepancies and ensuring staff are appropriately accounting for all expenditure. PHYSICAL Check of Docs
- Clearing UK Intercompany Items including Payroll
- Establishing an effective filing system that provides easy access to finance-related information and proper documentation of all financial and contractual transactions. AFM to organise scanned Docs as mentioned in 24
- Working with the Logistics Manager to maintain a detailed, accurate and up to date asset register (including depreciation) with internal controls and procedures to reduce the risk of financial loss, and reconciliation of stock against financial records.
- Audit Queries Management (both donor and Corporate)
- Consult with partners and the Tearfund team to address financial capacity issues identified
- Consolidating and ensure timely submission of partner and project financial reports to the Tearfund team and relevant donors.
- Availing projects updates, income received locally, updated contracts eg Addendums for the purposes of debtors reports
- Any other duties assigned by the Finance Manager.

5.3. Corporate policy and compliance

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Provide support and guidance to team members to ensure all activities are compliant with standard operating procedures.
- Support the induction of finance staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- Contribute towards compliance with all host country legal, contractual and statutory requirements as delegated by the Finance Manager.

5.4. Team management

- As line manager of programme finance staff lead and manage staff, encouraging effective teamwork and providing supervision, guidance and monitoring.
- Develop the abilities of the finance staff by concentrated training to enable them to take on more responsibilities.
- Support the implementation of Tearfund's staff development policy for finance staff, including personal development planning
- Ensure that staff understand their individual and collective responsibilities for safety and well being.
- Conduct regular performance reviews, including initial performance appraisals, and encourage the personal development of each individual (including personal development plans and identification of training needs).

5.5. External representation

- Establish good working relationships with clerical staff of government and other agencies to facilitate financial processes.
- Establish banking arrangements and maintain liaison with principal bankers.

Part 2 – Person specification

Job title: Assistant Finance Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Qualified accountant or “qualified by experience” 	<ul style="list-style-type: none"> Degree Management qualification Security training
Experience	<ul style="list-style-type: none"> Extensive proven hands-on finance experience Substantial proven experience of planning and budgeting 	<ul style="list-style-type: none"> Proven experience in INGO Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct
Skills/Abilities	<ul style="list-style-type: none"> Leadership skills Negotiation and representation skills Analytical skills Problem solving skills Training skills Excellent written and verbal communication Computer literate in financial management software Administrative skills Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> Training and mentoring skills
Personal Qualities	<ul style="list-style-type: none"> Committed Christian who recognises Jesus Christ as their Lord and Saviour Committed to Tearfund's Mission, Values and Beliefs Christian motivation in relation to injustice and serving those in need. Emotionally & spiritually mature Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding Team player 	
OTHER COMMENTS: <ul style="list-style-type: none"> All roles require a DBS/Police check Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		