

Associate Director Finance & Support Services

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Finance

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

World Vision Swaziland is seeking an Associate Director – Finance and Support Services to manage national office and programs/projects finance, Supply Chain and ICT activities of World Vision Eswatini in accordance with WV finance policies and procedures and other accounting administration standards to enhance stewardship of resources in achieving child well-being outcomes.

MAJOR RESPONSIBILITIES

% Time	Major Activities	End Results Expected
25 %	Lead the Finance, Supply Chain and ICT functions and teams at Country and Program level by providing technical and staff management guidance and support.	Staff is motivated, trained and supported to deliver required tasks and deliverables.
15 %	Financial planning and budgeting process is well managed in alignment with WV	Annual support costs budgets and project budgets are prepared in line with budgeting

	budgeting guidelines and in collaboration with operations, DME and project teams.	guidelines and submitted on time.
15 %	Ensure sound financial systems are monitored and maintained in order to provide appropriate levels of security and controls over the organization's resources including fiscal requirements and compliance.	Monthly FFR reports are prepared on time and with quality. Accounting systems, cash management and payroll are monitored on monthly basis.
10 %	Lead performance and people management for finance, supply chain and ICT staff under supervision. Performance agreements and appraisal is done on annual basis.	Performance agreements in place for all staff including performance appraisals.
15 %	Ensure grant funding is managed in line with donor requirements and reporting requirements, accurate reports delivered timely to donors and sufficient finance staff support grant funding.	Grants are well managed in full compliance with donor requirements.
5 %	Manage finance risk by ensuring strong internal controls are in place. Coordinate internal and external audit processes including implementation of audit findings.	Internal controls are in place. Audit processes well managed and audit findings fully implemented.

10 %	Ensure efficient and effective processes in supply chain, procurement, administration, logistics and facilities. Organizational assets are properly recorded, maintained and safeguarded.	Effective supply chain, procurement, logistics, facilities and asset management processes are in place.
5 %	Provide management to ICT department to ensure support is granted to the organization on hardware, software, connectivity, new system related areas	ICT function is well monitored and provides support to the organization.

KNOWLEDGE, SKILLS AND ABILITIES

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

1.1	Minimum Educational level required: Bachelor of Commerce Degree in Accounting Preferred Educational Requirement: CA, ACCA, MBA, Msc Finance
1.2	Experience: At least 5 years of experience in an accounting field. 3 years of the 5 years should be at managerial / leadership level preferably NGO environment.
1.3	Experience in managing diverse donor funding portfolio.
1.4	Ability to use accounting software and Microsoft programs including Word, Excel,

	Access and statistical analytical packages.
1.5	Ability to work to deadlines and attention to detail
1.6	Ability to work under pressure and with minimum supervision, be a team player, innovative and demonstrate the capacity for maintaining high professional standards.
1.7	Previous experience in similar role
1.8	Previous experience in humanitarian organization setting is added advantage

Minimum education, training and experience requirements to qualify for the position:

<p>Bachelor of Commerce Degree in Accounting</p> <p>5 years of experience in an accounting field. 3 years of the 5 years should be at managerial / leadership level preferably NGO environment.</p>

List additional *work experience* required as a minimum qualification for this position.

1. Experience in managing diverse donor funding portfolio.
2. Ability to use accounting software and Microsoft programs including Word, Excel, Access and statistical analytical packages.
3. Previous experience in similar role
4. Ability to work under pressure and with minimum supervision, be a team player, innovative and demonstrate the capacity for maintaining high professional standards.
5. Ability to work to deadlines and attention to detail

Preferred Skills, Knowledge and Experience:

1. Preferred: CA (Certified accountant), CPA, ACCA, MBA.

Work Environment

Include travel & work environment details.

Complete Travel and/or Work Environment statements if applicable.

- The position requires ability and willingness to travel domestically and internationally up to **20%** of the time.

CORE CAPABILITIES

While all 13 core capabilities are expected of the role, to help the recruiters conduct more effective screening and interviewing of prospective candidates, please select the level for which they will interview. Then, identify a maximum of 3-4 priority core capabilities that are the most critical for this position.

1. Select one level. For older versions of Microsoft Word, double-click the checkbox, and then click "Checked" in order to select the checkbox.

? Individual Level

? Leadership Level

? Organisational Level

2. Select 3-4 priority core capabilities that are the most critical for this position.

? Achieving quality results & service.

? Demonstrating Christ-centred life & work.

? Practising accountability & integrity.

? Learning for growth & development.

? Communicating information effectively.

? Maintaining work/life balance & effectiveness.

? Thinking clearly, deeply & broadly.

? Building collaborative relationships.

? Understanding the Humanitarian Industry.

? Practising gender & cultural diversity.

? Practising innovation & change.

? Influencing individuals & groups.

? Understanding World Vision's mission & operations.