

## ORGANIZATION INFORMATION

ActionAid has been present in Haiti since 1997. Lead and staffed by Haitians, working with the people living in poverty and facing successive natural disasters and political turmoil; AA Haiti (AAH) works closely and coordinates with local authorities to respond to emergencies while strengthening their governance and supporting community-based organizations by building their resilience and capacity.

ActionAid Haiti is a member of the ActionAid Federation which was formed in 2003 when the previously UK based charity moved its headquarters to South Africa and became a Federation focusing on a new mission of increasingly shifting power to the Global South. ActionAid is in a merger process with Alianza por la Solidaridad, which joined the federation in 2018 and has since become the Spanish member of the Federation of ActionAid International. As country programs, ActionAid and Alianza Haiti are in the integration process of their structures and programs.

ActionAid's work in Haiti is in line with its Feminist Principles and Human Rights-Based Approach (HRBA) and the focus of the work in Haiti over this time has been women's rights, food security, the development of economic initiatives for women and young people and the management of sudden onset disasters.

ActionAid works in 5 regions in the country: the Center, West, South-East, South, and Grand'Anse. AAH's mission is to "Fight alongside the excluded and vulnerable to resoundingly defeat all forms of poverty, exclusion, injustice and inequality in our society" and through its actions, ActionAid Haiti aims for "A sovereign Haiti, freed from poverty, disasters, inequality and injustice, where every citizen, especially women, small farmers, children and young people, is aware and has fully integrated what is necessary to meet and enjoy their rights with dignity."

## JOB OVERVIEW

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|-----------------------|---|
| <b>JOB TITLE</b>      | Head of Finance & Administration  |
| <b>DEPARTMENT</b>     | FINANCE   |
| <b>LOCATION</b>       | Haïti, Port-au-Prince   |
| <b>REPORTS TO</b>     | Country Director  |
| <b>DIRECT REPORTS</b> | HR Officer, IT Officer, Accountant, Logistic Officer (Security Focal Point), financial projects officers. |

## PRIMARY OBJECTIVES

To ensure the Action Aid Haiti Office has ongoing high quality financial management with the financial and logistical capacity to scale up and respond effectively and rapidly to large donor grants and major humanitarian emergencies, and to ensure consistent IT, administrative and financial support. The Head of Finance & Administration is accountable for the Haiti office's financial management and reporting requirements. The focus of the role is to lead the finance function in AAH including financial management, budget development and monitoring, financial capacity development of AAH and partner field and program staff, internal controls, audit, and compliance with all AAH, donor and local requirements, policies and procedures.

The Head of Finance & Administration anticipates and manages financial management services needs and delivery challenges, and identifies and implements improvement solutions, as needed, to minimize Country Program and partners' exposure to financial risk. She/He will be responsible for the administrative management of AAH. She/He ensures the effective Administration, plan, direct, or coordinate supportive services of AAH; directly overseeing the administrative team and is responsible for all matters related to office and house Management. The impact of this role is important for the Department and has serious repercussion on the overall operation of ActionAid.

## DUTIES & RESPONSIBILITIES

**Finance/accounting**

- Design and evaluate management accounting and performance measurement system that align with AAH's CSP and use information generated from these systems to recommend and implement improvements to financial operations
- Perform review of reconciliations of subsidiary schedules/records, suspense, sundry debtors & creditors accounts to GL control account reviewing transactions and reconciling various accounts/balances relating to ledger balances ensuring no amounts are held unresolved for undue periods of time
- Liaise and co-ordinate with other departments on information requirements and to ensure compliance and timeliness of processing and effecting instructions as well as resolve any issues on recharges and other transactions
- Review and follow up on inter-CPs recharges account and Expenditures
- Advise on issues related to program resource allocation, pricing/costing, marketing, cash flow, and employee compensation
- Use financial information to identify trends and anomalies, substantiate forecasts, and provide strategic advice that will help the organization achieve its goals.
- Ensure preparation and timely submission of annual reports
- Prepare timely and comprehensive reports and schedules for Donors / Projects as well as maintain a donor / project management tracking / monitoring tool.
- Advise on and interpret internal and external reporting requirements
- Be responsible for the preparation of foreign exchange processing and related bank transfer instructions both locally and federation-wide related
- Prepare the CPs Table H as per approved budgets or whenever there are revisions or updates and constantly monitor cash position including preparation of remittance requests on a timely basis.
- Maintain a Foreign exchange rates movements on a regular basis and bring to the attention of the CMT whenever there are significant shifts that will impact programme delivery
- Track, update and ensure that all other funds remitted / transferred in favour of the CP are duly documented and posted into the ledger.
- Prepare/process necessary Budget information & data for all LRPs/Projects, consolidate the budgets and complete the TYP tables in line with the planning guidelines.
- Liaise and assist the fundraising unit in preparation / compilation of budget proposals to be submitted to Donors for funding
- Upload approved annual budgets into SUN and the Contract Management System (CMS)
- Supervise Finance's staff unit on a daily basis and whenever necessary update OEG Manager on emerging issues pertaining to staff
- Perform appraisals for supervised staff when scheduled
- Participate in and report on the input of the finance department in the annual PRRP.
- Responsible for the implementation and clearance of audit issues & recommendations, both internal and external.
- Record and report on organizational financial performance to satisfy the needs of the AAH's CSP, AAI and donors,
- implement appropriate accounting and reporting methods in accordance with generally accepted accounting principles and relevant AAI Financial Policies
- Responsible for the provision / preparation of ad hoc information for management as may be required from time to time
- Ensure that AAH is in compliance with tax laws and regulations by interpreting and communicating complex tax laws, staying current with tax rules/regulations. Recommend tax strategies that align with the AAH/AP's CSP; plan/ advice on consequences of specific decisions and write tax opinions/ positions.
- Enhance AAH's reliability of information through internal activities such as internal control, internal and comprehensive auditing, and through external third-party assurance services such as auditing.
- Coordinate all audit related both for internal and external audits and ensure systematic implementation of audits actions plan/recommendations.
- Ensure that AAH financial manuals are in line with AAI manual and adapt them to local needs and requirements.
- Update/actualize the financial manual for local partners in line with AAH's administration and financial procedures.
- Ensure both partners and staff are provided basic financial training.
- Actively engage and lead the integration of AAH and Alianza Haiti accounting and financial system.
- Coordinate and oversee all financial work in all the regional offices of AAH

## **Program Support**

- Review fundraising proposals for compliance with CP/CSP or AP and AAI financial planning and management guidelines and recommend for approval to the CD
- Prepare / analyze Management Accounts, Reporting Schedules, Tables and analyses (monthly, quarterly, biannual, annual) for the CP / programme as may be specified from time to time and share contents with CMT.
- Effectively plan and control operations and make decisions, on management needs, provide relevant, timely, and accurate information
- Monitor performance of various departments through variance analysis to identify adverse trends and report to Management for discussion.
- Make Grant Monitoring Visits and share basic report with CMT for discussion
- Provide support and leadership to the program in assessing and managing partners' financial and logistical capacities

## **Staff Management**

- To provide leadership to the various business support functions, ensuring the best possible support to the program and advice to the country management team.
- Provide overall management and coordination of all aspects of program support, including oversight of the work of finance and logistics teams, nationally and field
- Manage, guide, and support the team (Finance Coordinator, Logistics Officer, and System Coordinator, projects financial officers)
- Attract, motivate, and retain your team's staff: develop individual and team skills, create a positive work environment, and manage the performance of team members
- Ensure the timely implementation of ActionAid's performance management system for team members, to include job descriptions, regular feedback, mid-term reviews and annual performance appraisals.
- Address performance issues through regular, constructive, and honest feedback and coaching.

## **IT**

- Oversee formulation and implementation of policies, systems and procedures governing IT, within the organization in order to promote organizational efficiency and effectiveness.
- Ensure that staffs timely identify key problems, issues and seek solution independently or in coordination with other relevant units and staff in the organization.
- Ensure the IT Policy, Plans and systems are implemented and ensure effective usage and integrity in accordance with the organizational, national, and International IT policies.

## **Logistics**

- Supervise implementation of systems, procedures, policies in place
- Ensure procurement plan in place for office
- Ensure basic logistic training is provided to partners
- Ensure benchmark is established to compare our standards
- Ensure appropriate measures are in place to prevent frauds and staff is aware of cases of fraud

## **Administration**

- Provide guidance and support to all Program Units and the Country Office in Administrative matters.
- Contribute to team effort by accomplishing related results as needed
- Examining how office operations are organized, identifying possible areas where operational efficiency can be improved, and recommending, assisting in implementing alternative course of action.
- Responsible for all administration related activities to ensure they provide all required support to the various units.
- Conduct feedbacking and job coaching of the Administration Staff in a timely manner.
- Be responsible for an ongoing harmonization process of all administrative related activities across all sites.
- Ensure the smooth day-to-day running of the office through supervision and management; planning and supervising work of admin staff including tracking and monitoring of procurements and expenditures.

- Ensure efficient flow of office/domestic supplies and other logistics including water, cleaning, electricity, etc.
- Perform any other task relevant to the administration.

## Communication

- Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.

## EDUCATION & TRAINING

- Bachelor's degree required; master's degree in management, organizational development, financial management, business administration, or a related field (or the equivalent career experience) is strongly preferred. Master's degree preferred.
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## KNOWLEDGE & EXPERIENCE

- 5-7 years' experience in Finance with an international NGO, with at least three years in a senior finance management position supervising accounting, budgeting, cash and related reporting activities
- Strong experience in grant formulation, approval and implementation activities with a range of international donors (USAID, US-CDC, UN agencies, AECID, EU, GIZ, etc.).
- Substantial experience of finance department management, including financial control
- Experience of varied accounting environments with a proven track- record of process improvement and implementation of best-practice
- Experience with accounting software a plus
- Working knowledge of accounting and computer packages, preferably including Sun6
- Knowledge of NGO reporting and tax legislation, including basic employee-related requirements in UK, South Africa or Kenya
- Experience of leading a finance function focused on meeting the needs of stakeholders
- Experience of SUN Systems 6 and oversight of the implementation of new accounting systems

## SKILLS & ABILITIES

- Strong analytical and management skills, with track record in management and motivation of staff
- Commitment to ActionAid's vision, mission, values and ways of working Significant post qualification experience
- Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices
- Strong problem resolution skills and work effectively under pressure.
- Demonstrated record of high ethical standards, insightful financial acumen and good business judgement.
- Sound people management, leadership, collaboration, communications and team-building skills
- Strong Microsoft Office skills;
- Effective organizational, prioritization and result management.
- Excellent verbal and written English and French skills required.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.
- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff.

## WORKING CONDITIONS

| WORK ENVIRONMENT |  |
|------------------|--|
| HOURS / SHIFTS   | 8:00 AM to 4:00 PM (8 hours a day)   |
| SALARY           |  |
| BENEFITS         |  |
| OTHER            | <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Ensure effective/ efficient operation of Finance unit and its integration with other departments and structures of office in accordance with the CSP</li> <li>• Ensure the support functions are efficient and effective to strengthen programme quality</li> <li>• Facilitate liaison between support and program staff</li> <li>• Ensure compliance of AA procedures, systems and policies Ensure</li> </ul> |

- Contributes to departmental budget plans and proposals, providing advice on budget levels and required expenditure

## Application process

Candidates that meet the requirements should submit an expression of interest, which should include the following:

- 1) Cover letter including suitability for the position, expected salary and current contact information.
- 2) Curriculum Vitae with relevant work experience as stated in the skills/qualification section above.

All offers must be submitted by email on February 2<sup>nd</sup>, 2024, to [fabine.mentor@actionaid.org](mailto:fabine.mentor@actionaid.org) and [Eloise.dougere@actionaid.org](mailto:Eloise.dougere@actionaid.org) by copying [angeline.annesteus@actionaid.org](mailto:angeline.annesteus@actionaid.org) and [lilianne.anime@actionaid.org](mailto:lilianne.anime@actionaid.org). Please indicate Finance and Administration in the mail subject.

**Note:** This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational need

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility.

All staff, independently of their positions, must work in line with the Feminist Leadership Principles of ActionAid and comply with the organization's code of conduct and policies including, but not limited, to SHEA/Safeguarding, Anti-fraud and corruption, Anti-terrorist, Child protection, Anti-modern Slavery.

Signatures

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date