JOB PROFILE

How to Apply for this Job



Tom Price/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.

PROJECT FAIR™ MEMBER

100 Church Road, Teddington TW11 8QE United Kingdom
T +44 (0)20 3906 3906 **E** info@tearfund.org **www.tearfund.org**

Job Profile

Job Title	Regional Accountant
Group	Finance
Team	Finance - Global Influencing and Programmes Group (GIPG)
Location	East and Central Africa Region (Burundi, CAR, DRC, Ethiopia, Rwanda, and South Sudan)
Responsible to	Senior Finance Business Partner - ECA
Grade	3

Part 1 – Job description

1. **Main purpose of the job**

To provide active, responsive and solution oriented hands-on support to the ECA Region on all aspects of finance. To ensure first-class and customer-focused services are effectively delivered to the regional team including the regional office, country offices and implementing partners.

The post holder will assist in ensuring controls and compliance requirements are operating effectively, high quality project financial reporting is consistently delivered on time, and risks are promptly identified and recommendations are provided on mechanisms to minimise them.

2. **Purpose of the team**

The Finance Director and the finance team bring to Tearfund the crucial, wise voice of stewardship, prioritisation, accountability and effectiveness that must be delivered in the following 3 areas:

1. Ensuring a strong grip on the core finances with clear, transparent and insightful reporting leveraged from strong systems and simple clear processes.
2. Using financial models and frameworks to enable better decisions to be made.
3. Being an exemplar of driving simple, efficient and effective practices across the finance team and the broader organisation.

The Regional Accountant plays a key role in providing hands-on, proactive and solution oriented finance support to the ECA region.

3. **Position in organisation**

- Reports to the Senior Finance Business Partner (SFBP) - ECA
- Deputises for SFBP - ECA during periods of absence
- Works closely with Finance Managers, country finance staff and partners as required
- Strong collaboration with Tearfund's Global finance teams (GIPG Finance , Financial Planning and Performance, and Global Controllers).

4. **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 weekly Tearfund Prayers, quarterly Sabbath days and the Prayer & Spiritual Life 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

5. 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. Scope of job

- Financial Capacity Building
- Financial Reporting, Budgeting and Planning
- Regional and Country Office Support
- Transactional Processes
- Corporate Policy & Compliance
- Finance Surge Support
- Other finance tasks as assigned by SFBP - ECA

6. Duties & Key Responsibilities

Financial Capacity Building

- In consultation with the SFBP - ECA and Regional Director (RD), manage a programme of financial capacity building; prioritising country offices to enable each office within the region to effectively manage all aspects of financial management
- To provide finance training sessions for finance and non-finance staff in the region
- Regularly visit country offices for both routine and ad-hoc finance and surge support visits
- Under the supervision of the SFBP, increase the finance capacity at the country office level, including supporting the SFBP-ECA in recruitment, training and staff development across the region
- To support country offices in providing finance training to partners, including donor fund management, financial wrongdoing prevention, strengthening financial controls etc.
- Work closely with International Accountants to provide financial accounting training - CCB, system implementation, process simplification etc.
- Nurture and maintain effective relationships within the region, and with Tearfund's global finance teams.

Financial Reporting, Budgeting and Planning

- Under the SFBP-ECA, provide proactive support and input to the development of donor proposal budgets within the region ensuring they are on time and of quality. Where necessary attend Project Development Meetings (PDM) and Project Development Approval (PDA)
- Collates figures and commentary for monthly finance meetings with the Global Influencing and Programmes Director, and for Corporate Management Accounts
- Providing responsive support to SFBP-ECA so that the financial management reporting is prepared with full explanations for material variances against budget and profile
- Preparing Appeal financial analysis and commentaries as required
- Working closely with the assigned International Accountant, check donor reports against financial accounts for completeness and accuracy to ensure the integrity of Tearfund's financial data for large institutionally-funded projects.
- Review institutional project reports received from countries and support the SFBP-ECA in preparing monthly management account commentaries in relation to all funding (including institutional).

Regional and Country Office Support

- Assist countries to successfully implement projects, subsequent revisions in accordance with external donor requirements, and adapt to changes in circumstances (staff turnover, scale up or scale down etc.)
- Provide support in maintaining a set of complete and accurate financial records for the region, including all relevant supporting documentation for each project

- Provide responsive support to assist country offices with preparation of local statutory accounts and financial reporting to local authorities
- Monitor, supervise and assist country offices in preparation for external audits and ensure compliance with contractual and legal requirements, as well as with Tearfund's internal policies and procedures.
- Support country offices implement audit recommendations and learning.
- Support country offices in preparation for the annual Tearfund statutory audit, and meeting corporate deadlines.

Transactional Processes

- Approval and posting of country office cash books, and corresponding reviews
- Booking monthly programme recoveries and other journals for the region
- Review and processing cash requests from country offices
- Review the accounting, payroll and balance sheet reconciliations for countries in the ECA regional, including those on PSF
- Review Country Office year-end reports as assigned
- Provide proactive responses to Global and field account queries as may arise.

Corporate Policy and Compliance

- Assist SFBP-ECA in ensuring consistent compliance with Tearfund's internal financial policies and procedures across the region
- Assist SFBP-ECA in ensuring compliance with all contractual and statutory financial requirements. Support country offices to ensure they are well prepared for external and local-statutory audits and are compliant with donor policies
- Support country offices carry out partner assessments and complete solvency assessments on Partner's audited financial statements within the specified time as required.
- Assist SFBP-ECA in monitoring procedures to prevention and mitigation of financial wrongdoing and other risks
- Support SFBP-ECA in providing proactive risk management advice and support to all projects and countries in the region
- Provide responsive support to the regional team as requested by SFBP-ECA to ensure all internal audit issues and follow-up actions are effectively managed and reported on to the Audit, Risk and Finance Committee (ARF)
-

Finance Surge Support

- As required, provide surge support for country/other regions and/or project finance needs.

Additional Responsibilities

- Identify opportunities for streamlining, improving, and contextualising global financial practices
- Collaborate as part of the global Tearfund finance team, contributing to financial management, year-end processes, and global audits
- Support senior management in maintaining constructive working relations with other NGOs, donors, UN agencies and host governments
- Perform other duties as assigned by the Senior Finance Business Partner - ECA.

Part 2 – Person specification

Job title: Regional Accountant

	ESSENTIAL	DESIRABLE
Qualifications	● Undergraduate degree in Accounting, Economics, Business or related fields ● Qualified chartered accountant with internationally recognised Professional Accounting or Auditing Qualification (ACA, ACCA, CIMA recognised accounting qualification); national qualification; or qualification by experience.	
Experience	● Some post-qualification experience ● Experience in financial capacity building ● Substantial experience working with accounting software and online systems ● Proven experience in budgeting and budget management ● Proven experience in donor financial reporting ● Exposure to organisational finance compliance ● Proven experience in supporting programme teams in project design and management	● Demonstrated experience developing financial systems for an organisation ● Experience using PSF accounting software ● Experience of working with and supporting NGO grant partners
Skills/Abilities	● Excellent English verbal communication and writing skills ● Strong finance system and software skills, including MSExcel, Google sheet and other financial management software ● Ability to analyse and communicate complex financial data to non-finance staff ● Organised with strong administrative skills ● Ability to work cross-culturally and build relationships with staff across multiple locations ● Strong analytical and problem-solving skills ● Ability to work under own initiative and make decisions within a clear systems framework ● Willing and able to travel within ECA Region up to 12 weeks per year	● Ability to communicate in French
Personal Qualities	● Committed Christian ● Christian motivation in relation to injustice and serving those in need. ● Team player who works well with others ● Self-motivated and able to use own initiative ● Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding	

OTHER COMMENTS:

- **Regular travel across ECA Region countries is a requirement**
- **All roles require a DBS/Police check**
- **Tearfund is a member of the SCHR Misconduct Disclosure Scheme**
- **Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure**
- **Travel up to 12 weeks per year**