



Finance and Operations Support Manager (FOSM) CAR- Job Description

In response to the sustained impact of conflict and insecurity across CAR, War Child UK (WCUK) is managing operations to meet the protection, education and livelihoods needs of children and their families. We are recruiting for a Finance and Operations Support Manager who will be responsible for all support functions from financial management, people management, IT and logistics in the CAR programme. You will work closely with the various stakeholders and will ensure the implementation of policies, best practices, and procedures for smooth running of operations in CAR.

If you share our values and believe that children's lives should not be torn apart by war, we want to hear from you.

Department:	Resources	Contract Type:	Fixed term (12 months with possible extension)
Place of Work:	Bangui, CAR (with frequent travel to field locations)	Working Hours:	Full-time, 37.5 hours per week
Reports to:	Country Director - CAR	Salary Range:	£ 42,709 per annum

About us

War Child, the charity for children affected by war. We are a specialist charity for children in conflict, delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children's needs, respect their rights, and put them at the centre of the solution - from reintegrating child soldiers in the Central African Republic and upholding the rights of children caught up in juvenile justice in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

Bold

We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

Accountable to children

Children can rely on us to respond to their voices and to treat them with respect and dignity.

Transparent

We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty

Committed to each other

We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.

Your role

The role of the Finance and Operation Support Manager (FOSM) is to ensure the smooth running of the country operations to enable effective and efficient implementation of WCUK programmes in CAR. This encompasses Finance, Logistics, HR, Legal, IT, Compliance and Audit.

- In this capacity the FOSM must ensure efficient, transparent and reliable finance and operations processes and outputs and generate timely and relevant information to facilitate informed decision making by the management and the programme team.
- Primary responsibility is budget management and tracking spending, generating up to date and timely financial monitoring reports and alerting the management in case of major under/ overspending or any shortfalls as well as timely donor reporting.
- Support the programme team and the management through efficient and effective management of the operations.
- Strengthen WCUK financial staff and implementing partners capacities to operate smoothly, autonomously and compliantly to donors' requirements and WCUK policies.
- As a member of the in-country Senior Management Team (SMT), actively participate in strategic discussions and decision-making.

Your responsibilities

Financial Management & Administration

- Lead on all financial management and reporting across the CAR programme, including advising and supporting the Country Director (CD) in maintaining efficient financial control and budget management and tracking, including donor reporting. Monitor and analyse financial risks in line with WCUK's global financial manual.
- Monitor and, as necessary, coordinate compliance activities of all country offices to remain abreast of the status of all compliance requirements and to identify trends.
- Identify potential areas of financial compliance vulnerability and risk; develop/implement corrective action plans for resolution of problematic issues, and provides general guidance on how to manage similar situations in the future.
- Preparation of CAR monthly financial reports and project specific variance reports (BVA) and submission to the management.
- Management of the Bank Accounts including deposits, processing in the online banking and withdrawals on behalf of the organization and preparation of bank reconciliations.
- Proactively engage in proposal budget development, implementation and revision as may be required.
- Preparation of donor reports and verification for accuracy of documentation.
- Develop an effective compliance training for programme and support teams.
- Build capacity of the support staff in the country office and our partners through on-the-job training as well as organized training programmes and workshops.

Logistics & IT

- Responsible for procurement and management of supplies, vehicles, assets, stock, computers (PCs and laptops), server and communication.
- Responsible for management and maintenance of IT and communications (laptops, printers, telephone and other means related to Information and Communication Technology).

Human Resource Management

- Responsible for the implementation and compliance of HR policies, processes and projects in line with Country and HR strategy with emphasis on continuous development of people management systems.
- Provide specialist advice to line managers on all aspects of people and achievement management, hiring, onboarding, individual development, employee relations, performance and wellbeing.

- Develop strong communication and feedback channels with all staff and through a variety of mechanisms to support employee engagement.
- Responsible to manage employee relations processes, including facilitating conflict resolution and mediation processes and managing confidential employee information sensitively.
- Lead on collective learning and development activities, including providing formal and informal training in your area of responsibility, such as best practice knowledge sharing, HR induction and mandatory organisational training.
- Responsible for compliance with local legislations and management of associated risks concerning people.
- Support and advise SMT and line managers on change management and on organisational development.

Compliance and audit

- Ensure legal compliance in country: Manage NGO registrations, work permits, visa and insurance issues, etc.
- Monitor systems in CAR are set up well to prevent or detect any fraud or misappropriation of funds.
- Respond to the different external audits (statutory and project) and internal controls checks.

Capacity building

- Line manage the finance, admin/HR & logistics (including ICT) and support staff, by guiding, coaching, instructing, motivating and performance management.
- Build the capacity of junior HR, Finance and Logistics colleagues, peers and line managers, including senior management, and influence decision making in compliance with organisational policies and best practices.
- Engage with and support the development of local partner financial systems and capacities: (i) Participate in local partner selection committees; (ii) Contribute to identify the needs for the implementing capacity building in regard to financial management, reporting and compliance. (iii). Provide specific trainings and coaching of partners.

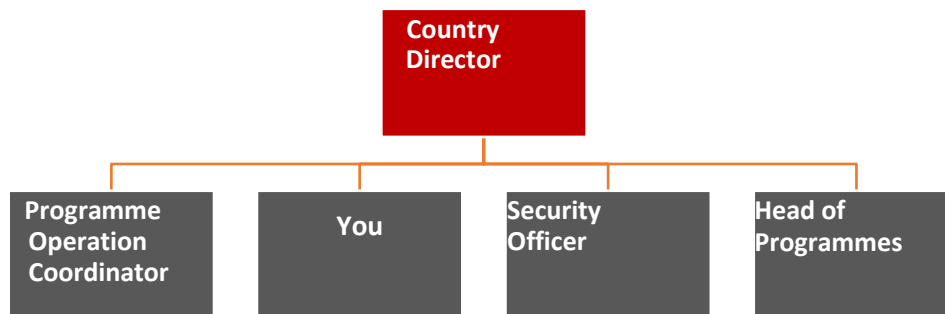
These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You are

- A Bachelor degree with a major in Accounting or Finance.
- Experience in a management position within a National / international (NGO) environment, preferably in field locations of a developing country and/or (post) conflict area.
- Significant experience in Finance, HR, Procurement and Logistics with an International NGO.
- Technical competencies in financial systems and procurement with rigorous budget and expenditure management.
- Rigorous budget expenditure and thorough & detailed oriented financial management skills.
- Understanding of risks and related relevant controls primarily in the overall grant cycle including program, financial and procurement cycles.
- Familiar with UN, EC, ECHO and OFDA reporting systems.
- Able to work in unpredictable and at times insecure environments, following organisational and wider sector security procedures.
- Demonstrated experience managing donor funds and ensuring compliance with donor requirements.
- Demonstrated experience of capacity building of staff.
- Must be able to communicate and write effectively in French and English.
- Wide experience in the use of computer applications; clear understanding on the usage of financial software systems.
- Ability to build effective working relationships colleagues from varied cultures, locations and professional backgrounds.
- Personal commitment and drive for results, with a sense of accountability in the workplace.

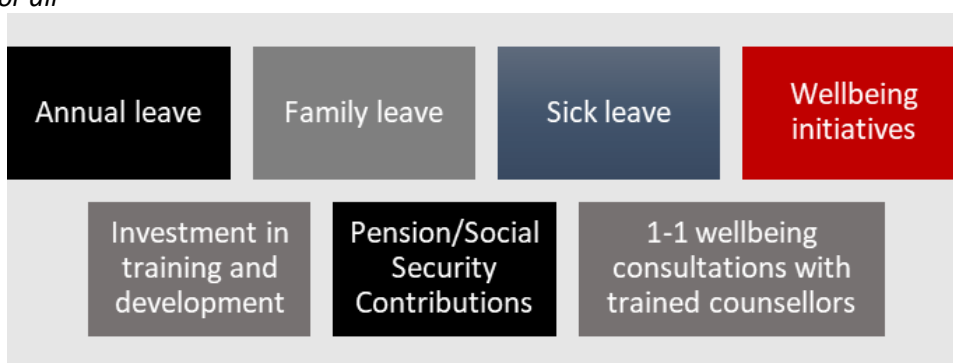
- Ability to plan ahead, multi-task the varied responsibilities and meet strict deadlines.
- Understanding and ability to treat sensitive information confidentiality.

Your team

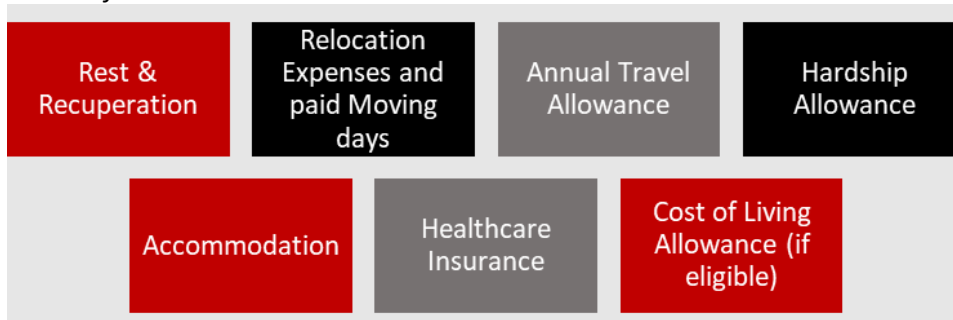


Our benefits

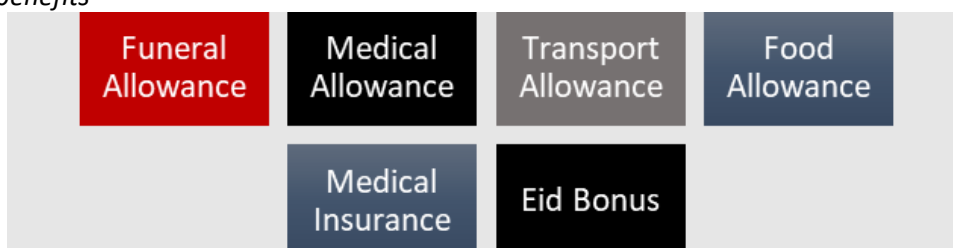
Benefits for all



International benefits



National benefits



Child safeguarding

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have zero tolerance for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here : <https://www.warchild.org.uk/our-work/policies-andreports/safeguarding>

Contact information

To explore the post further or for any queries you may have, please contact: Jon Mitchell, Director of Programmes and Advocacy, JonM@warchild.org.uk

For general information about working for War Child please visit: <https://www.warchild.org.uk/who-we-are/working-war-child>

How to apply

- Please download the application pack from <https://www.warchild.org.uk/who-we-are/jobs>
- All applications must be sent to recruitment@warchild.org.uk by 11:59pm on **10/06/2022**
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held the **week commencing 13/06/2022**

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of three satisfactory references including your most line manager or Head of HR department