

Finance Manager, BRACE PMU

Position Description

Reporting to:	Team Leader	Work location:	Ministry of Education and Training, Nuku'alofa, Tonga
Department:	International Programs, Pacific	Budget holder:	Yes
Team:	Climate Change	Direct reports:	None

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Reporting to the Operations Manager, the Finance Manager will be responsible for the financial management of the BRACE Project in Tonga. This includes overseeing budgeting, expenditure tracking, financial reporting, audits, and compliance with donor and government financial regulations. The Finance Manager will ensure that financial systems and processes support the efficient and transparent delivery of project activities and will work closely with the PMU team to support strategic financial planning and risk management.

Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)

The Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) initiative is a new multi-country initiative delivered in Tonga, South Sudan and Cambodia and majority funded by the Green Climate Fund (GCF). BRACE in Tonga will be delivered through a partnership between the Executing Entity (EE) the Government of Tonga, through the Ministry of Education and Training (MET), and the Accredited Entity (AE) Save the Children Australia. The BRACE Project Management Unit (PMU) will be established within MET to effectively support the Ministry to manage and implement key project-related tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, and monitoring and reporting throughout the project implementation period. The PMU is responsible for the overall coordination of BRACE and is led by the Team Leader.

Here your skills will be valued

Role requirements

Financial Planning and Budgeting

- Lead the development of annual budgets and financial forecasts in coordination with the Operations Manager and PMU team.
- Monitor budget performance and provide regular financial updates to the Operations Manager and Team Leader.
- Support financial planning for procurement and contract management.

Financial Management and Reporting

- Maintain accurate financial management arrangements and timely reporting in accordance with the Project Operations Manual (POM), the project Financing Agreement, and Government regulations.
- Track expenditure against budget forecasts, flagging variances and recommending corrective actions to maintain financial health.
- Prepare and submit timely, accurate financial reports to donors, government and internal and external stakeholders, supporting transparency and accountability.

- Provide strategic financial insights to the Team Leader and senior management to inform decision-making and resource allocation.
- Prepare tranche request submissions and direct payments. Issue receipts/acknowledgements for funds received
- Review and update financial management sections of POM as needed
- Update fixed asset register; conduct annual asset counts.
- Support internal and external audits and implement recommendations.

Payment Processing

- Process all accounting transactions promptly, including payroll, operating expenses, travel, consultant and vendor payments.
- Input transactions, change requests and maintain reconciliations within project and Government (Sun System) accounting systems.
- Manage contract payments and commitment register to track contracts and project funds

Expenditure Tracking and Controls

- Monitor project expenditures and ensure alignment with approved budgets.
- Implement financial controls to safeguard project resources and prevent fraud.
- Review and approve financial transactions and reconciliations.

Compliance and Risk Management

- Ensure compliance with financial policies and procedures of the Government of Tonga, Save the Children, and the Green Climate Fund.
- Maintain internal control procedures
- Maintain the financial risk register and support mitigation strategies.
- Promote a culture of financial accountability and transparency.

Capacity Building and Support

- Provide financial training and support to PMU staff and implementing partners as required.
- Lead the development of financial tools and templates for project use.
- Contribute to continuous improvement of financial systems and processes.

GEDSI, Safeguarding and Social Risk Management

- Ensure Gender Equality, Disability, and Social Inclusion (GEDSI) principles are embedded in financial management processes.
- Ensure program safeguarding policies are followed.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Policy & Code of Conduct
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Minimum 5–7 years' experience in financial management within development or donor-funded projects.
- Strong knowledge of budgeting, financial reporting and compliance.
- Experience with donor financial regulations, especially GCF or similar.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.

Desirable knowledge or experience

- Experience working in Tonga or the Pacific region.
- Knowledge of the Tongan Government financial management systems, including Sun system
- Experience in using an off-the-shelf accounting software.
- Familiarity with climate finance mechanisms.
- Knowledge or familiarity with Green Climate Fund.

Required qualifications and/or accreditations

- Tertiary qualifications in Accounting, Finance, Business Administration, or a related field.
- Professional accounting certification (e.g. CPA, CA) is desirable.

Additional Information

- Applicants from Pacific Islanders, particularly those from Tonga are strongly encouraged
- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Flexible working will be required including regular out of office hours calls and frequent travel.
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Required **Travel:** Required

Working with Children Check: Required **Assets:** Laptop