

# Senior Finance Manager

## Position Description

<b>Reporting to:</b>	Country Director	<b>Work location:</b>	Port Moresby, Papua New Guinea
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Papua New Guinea Country Office	<b>Direct reports:</b>	Yes

## Role Purpose

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Reporting to the Country Director, this role is responsible for providing strategic financial management to the Save the Children PNG office and to ensure that the Finance department complies with local, international, Save the Children and donor rules and regulations.

The role of Senior Finance Manager is a member of the Senior Management Team in PNG. The role covers a broad range of management accounting activities including monthly management accounting and reporting, regular forecasting and annual budgeting re setting. This role will involve a range of activities from standard financial management reporting to high-end strategic support including advising the leadership team. The role will ensure the robust and effective management of grants with an emphasis on cost-effective and efficient procurement for program delivery. The role will drive business and financial outcomes to meet strategic goals for the wellbeing of children in PNG. The role is also expected to have an element of financial accounting and month end close process to support the Finance Team.

## Key Areas of Accountability

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### Financial Planning, Analysis and Reporting

- Provide strategic financial oversight to the Country Director to contribute to key decision making processes
- Reviewing and posting of month end accruals and staff allocation journal for various programs.
- Lead the development of the Country Master Budget and the periodic re-forecasting processes within agreed timeframes and formats
- Analyse and interpret financial performance in monthly monitoring forums to coach, guide, and influence groups to achieve better practice financial management.
- Lead the financial accounting team and support program teams to ensure the timely and accurate posting for expenditure and accruals and the overall integrity of the financial data for the program teams.
- Lead the development, phase management and re-forecasting of new business development and existing programmatic budgets to ensure both programmatic and operational targets are met.
- Develop annual budgets, regular forecasts and outlooks with the program team and lead the finance team to bring the overall picture together.
- Responsible for the generation of the monthly Budget vs Actuals reports, provision of variance analysis and ensuring necessary adjustments and corrections are made in a timely manner.

- Responsible for managing the cash flow projections for programs and organisation; ensuring sufficient funds are available at all times.
- Maintain the Master resource allocation template and ensure allocated resources are charged to programs appropriately.
- Making sure Project accruals are taken into account in a project cycle period and assist in completing Donor reports.
- Support the SMT and Program Managers with timely performance analysis and reporting, to aid decision making
- Review of data integrity and ensure accuracy and timely updates
- Driving continuous development and improvements in financial processes
- Performing ad-hoc projects and analysis for the Finance Business Partner as required.

### **Financial Control and Compliance**

- Ensure the Financial Control and Compliance Frameworks and policies are robustly and consistently applied in accordance with International Accounting standards across all aspects of financial operations.
- Responsible for monitoring project cash advances and that project staff are meeting finance deadlines for acquittals etc.
- Support the Manager Finance and Finance staff through and take accountability for the month-end close process ensuring all deadlines are met.
- Ensure proper use of Agresso financial system in the country program and timely completion of the month-end and year-end processes.
- Act as the designated focal person for finance, to receive and respond to queries relating to budgeting and program finance raised by program and non-program staff in both PNG and Australia.
- Contribute to the design and assist in the roll-out of system and process upgrades including the training of staff.
- Provide support to the country management and Melbourne Office during internal and external audits.

### **People Management**

- Be receptive to training provided and to develop his or her technical and professional competence
- Build capacity of all budget holders to implement and analyse their budgets in line with organisational policies and procedures

### **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
- Act safely at all times
- 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.

### **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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family



- Maintain a safe and positive relationship at all times when working with children and young people Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.

## **Person Specification**

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### **Essential knowledge or experience**

- A minimum of eight (8) years of accounting experience, with a particular focus on management accounting
- Computer literate with significant experience in advanced Excel
- Experience using accounting software packages (knowledge of the Agresso system is an added advantage)
- Strong integrity and able to maintain confidentiality
- Receptive to training provided and to develop his or her technical and professional competence.
- Good communication skills in English
- Significant experience in an environment involving high levels of change and complexity.
- Demonstrated expertise in budgeting, business and financial planning including strategic budgeting and forecasting.
- Excellent analytical skills
- Demonstrated leadership and people management skills
- High levels of attention to detail and quality
- Strong commitment to providing high levels of customer service

### **Desirable knowledge or experience**

- Previous work experience in a similar role working to strict deadlines and within a fast-paced environment.

### **Required qualifications and/or accreditations**

- Accounting Qualification through Tertiary qualifications in Accounting, Finance or Business Management
- Highly developed verbal and written communication and presentation skills.
- Fluency in Tok Pisin and English.
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches.

**Driver's Licence:** No  
**Working with Children Check:** Yes

**Travel:** Yes  
**Assets:** Laptop

**Classification Level:** Individual Agreement