



Rift Valley Institute

Job Description

Deputy Team Leader – Finance, Operations and Compliance – Somali Dialogue Platform (SDP)

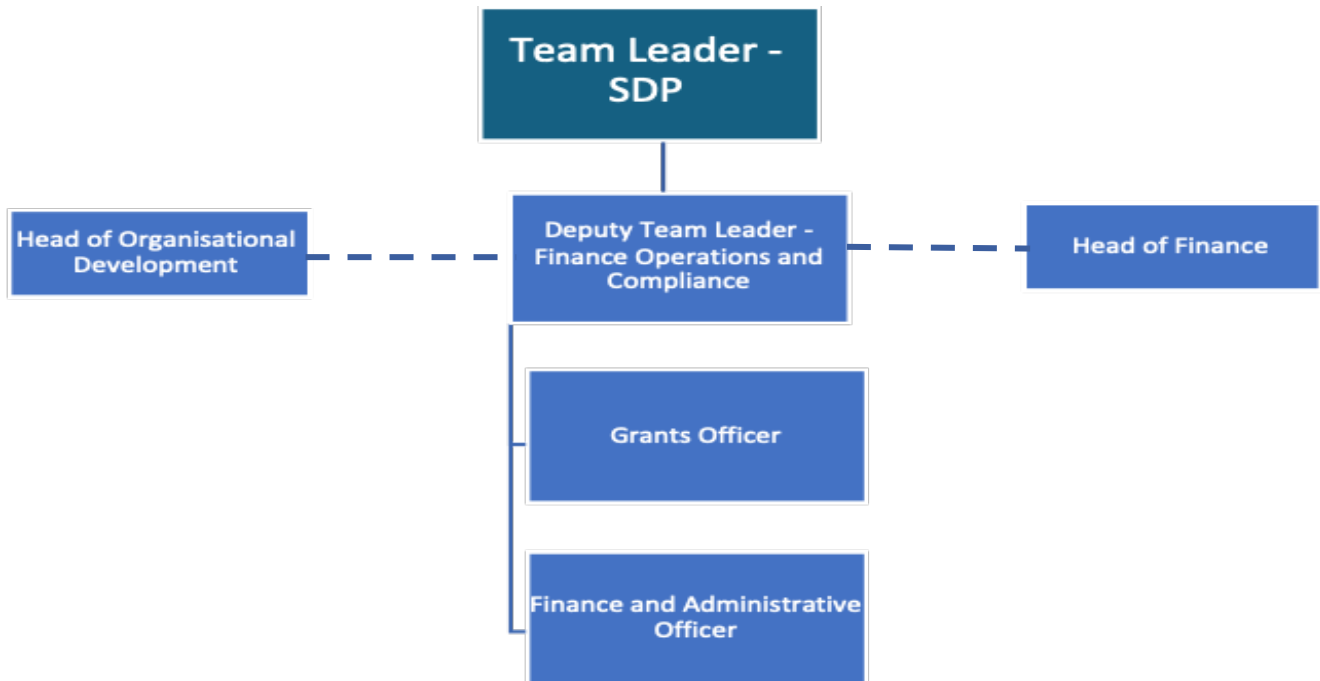
Job Title: Deputy Team Leader – Finance, Operations and Compliance Somali Dialogue Platform - SDP

Location: The role is based in Nairobi, Kenya with frequent travel to Somalia.

Employment type: Full time, Fixed Term, 1-year renewable (project dependent)

Reporting Structure:

- Reports to the Team Leader of the Somali Dialogue Platform (SDP)
- Consults with the Deputy Team Leader – Programmes on enhancing programme delivery
- Technical reporting to Head of Finance and Head of Organisational Development on operational, financial and compliance issues
- Manages staff and consultants employed by the SDP to support finance, operations and both internal and donor focused compliance



KEY WORKING RELATIONSHIPS

- Works closely with the Team Leader of SDP in ensuring the effective financial and operation management of the SDP
- Interacts regularly with the Deputy Team Leader – Programmes of SDP to ensure compliance, financial and operational support is provided to the programme, ensuring budgeting, planning and reporting are effectively coordinated
- Coordinates with the RVI Head of Finance and Finance Manager to ensure the full implementation of the financial policies and procedures as outlined in the RVI Finance manual
- Coordinates with RVI’s Head of Organisational Development on issues of duty of care, safety and security and wider Human Resources issues of the SDP, ensuring consistency with the Staff Handbook and other RVI policies and procedures.
- Oversees the work of the SDP’s Finance Officer, ensuring the efficiency of the SDP’s financial transactions, monthly, quarterly and annual budgeting, and financial reporting are carried out according to agreed schedules
- Liaises with the relevant officers at Adam Smith International (ASI)/Somali Stability Fund (SSF) to ensure the budgeting, reporting and due diligence processes are completed within agreed timeframes and to the agreed standards
- Ensures the Grants and Compliance Officer provide adequate support to the Platform’s staff, partners and consultants by coordinating travel and accommodation arrangements, and security protocols are observed
- Collaborates with downstream partners ensuring they comply with the provisions of the grant agreements, providing training to them in financial management and compliance.

SCOPE OF THE ROLE

The Deputy Team Leader - Finance, Operations and Compliance, oversees the management of the Platform’s financial and logistical activities in a manner that enables the Platform to operate in line with RVI’s financial procedures, and those of the donors. The DTL manages the Finance and Administrative Officer and the Grants Officer.

KEY RESPONSIBILITIES

The Deputy Team Leader - Finance Operations and Compliance, is expected to carry out the following responsibilities.

Lead programme support, administration and compliance at the Platform (30%)

- Maintain and oversee the Platform’s operations, travel, procurement, partner contracts and budgets, financial management, risk management, and security procedures, ensuring that they are aligned to RVI’s organisational policies.
- Ensure the Platform’s operational practices are aligned with RVI’s policies and procedures and adhere to donor terms and conditions.
- Act as the focal point with the Platform’s donor on operational issues, ensuring compliance to standard financial regulations, with donor contracting policies and procedures and supporting financial planning and reporting activities.
- Oversee the Platform’s compliance with mandatory legal requirements in Somalia, such as

registration, employment laws, tax laws, health and safety, security and other specific statutory rules and procedures.

Provide oversight and quality assurance over programme financial management (30%)

- Oversee programme financial management and ensure RVI's and donor procedures are followed across all categories of expenditure
- Ensure timely, accurate and accessible financial reporting is produced for programme leadership, RVI and Platform donors, and manage the timely invoicing for the donor.
- Establish and maintain a methodology for ensuring and demonstrating Value for Money (VFM) across the Platform's deliverables.
- Support budget development and forecasting processes at the Platform.
- Act as the key liaison with RVI Finance department on financial management, and provide necessary information on organisational financial matters
- Act as the focal point for the Platform and sub grantee due diligence processes and audits.

Provide oversight and quality assurance of the programme's procurement processes (15%)

- Lead on all procurement processes for the Platform and ensure that RVI's and the donors' procedures are followed
- Oversee the sourcing, contracting and onboarding of all suppliers (partners, consultants, and sub grantees) to ensure compliance with RVI and donor policies and procedures.

Provide oversight and quality assurance over the Platform's operations, risk and security (15%)

- Oversee the maintenance of safe and secure operations through the implementation of security protocols and guidelines across Somalia, including office management, travel and logistics.
- Ensure all RVI policies such as safeguarding, fraud and anti-bribery, health and safety and code of conduct are implemented
- Oversee day-to-day programme operations and logistics to ensure technical teams receive sufficient support to deliver activities
- Oversee the Platform's risk register, reviewing it on a quarterly basis and ensuring appropriate mitigation measures are in place.

Team Management (10%)

- Line-manage the Finance and Admin Officer and the Grants and Compliance Officer ensuring they are able to effectively discharge their duties
- Undertake performance management activities ensuring the Grants and Compliance Officer and the Finance and Admin Officer have clear performance objectives, conduct regular staff appraisal, and support their development in line with their specific contracts.
- In coordination with the RVI Head of Organisational Development, ensure the Platform's teams leave records and other relevant HR initiatives are completed as per the requirements of RVI.

PERSON SPECIFICATION

Values

Commitment to RVI’s values, vision, aims and ways of working.

Knowledge and Qualifications

- A Master’s degree or equivalent in Business Administration, Finance and Accounting fields
- Tertiary accounting qualification (AAT, CPA, ACCA/CIMA foundation stage or similar) or demonstrable interest in acquiring a finance education
- Familiarity with charity accounting procedures.
- Knowledge of Standard Operation and Regulations Procedures (SORP)
- In-depth knowledge and understanding of managing grants and compliance activities of major donors such as FCDO.
- Familiar with managing security, duty of care and human resources.
- Familiar with the principles of value for money and experience of cascading such principles to sub-grantees.

Experience

- Substantial experience of working within the charity or commercial sector
- Experience of managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines
- Experience of managing a team and working with diverse people
- Experience in conducting and /or coordinating audit processes
- Experience with MS Office suite, particularly excel
- Experience in accounting packages, with preference for proficiency with QuickBooks

Skills and Abilities

- Strategic and adaptive thinking
- Excellent financial management and project management and planning skills
- Strong interpersonal communication skills
- Excellent written and communication skills
- Fluency in English (essential)
- Able to represent the project to donor coordination meetings and explain compliance issues

Signature: _____ (job holder)

Signature: _____ (line manager)

Date: _____