



JOB DESCRIPTION

Position:	Finance Officer (Partner Support)
Responsible to:	Manager Finance
Location:	New Delhi
Grade:	Grade 4

Overall Purpose: To evaluate, monitor and support all financial and management accounting activities in the WaterAid partner organisations. To ensure compliance with WaterAid financial policies and procedures for partners, promote best practice, support partners through relevant coaching and training and provide structured feedback to the Finance Manager. The post holder has to extend partner support functions to all partners in Region South and to sample partners in other regions, specifics of sample to be identified by Manager Finance.

Accountabilities

- 1. Partner Monitoring – systems, controls and utilisation:** Make monitoring visits to partners, review financial progress with actual project activities. Check the internal controls of partner organisations according to WaterAid and Donor requirements especially with regard to recording and safeguarding of assets.
- 2. Value for Money** Ensure funds are used appropriately, according to the budget and obtain value for money. On monthly/quarterly basis feedback to management, programme team and partners on critical issues, variances including analysis of data, recommendations of actions to be taken.
- 3. Capacity Building:** Identify needs, facilitate and co-ordinate financial training programmes for partners. Training should be an integral part of the support function and an ongoing activity. Help improve budgeting process at partner level.
- 4. Assessment of new partners:** Formally assess capacity of new partners to meet minimum requirements as per WaterAid guidelines and making recommendations
- 5. Risk management:** Assist in the review, monitoring and reporting of the risk management functions of WaterAid India Country Office
- 6. Budgeting/Budgetary Control:** Advice partners on budgeting process, review all submitted budgets.
- 7. Compliance:** Advise partners on donor compliance issues and ensure expenditure is within donor guidelines.
- 8. Audit:** Assist in identifying external auditors, review and prepare an audit action plan with partners, support in implementation and feedback for follow-up.
- 9. Support Country Finance team** in any other finance function as assigned from time to time

Persons Specifications

Qualification: Qualified Chartered Accountant or an equivalent degree

Experience

- Minimum of five years work experience of which at least 2 years of financial monitoring in a development organisation.
- IT literate and have good knowledge of Excel & word (MS Office in general).
- Experience of developing and using monitoring and reporting systems
- Experience of designing training materials and co-ordinating training courses
- Able to work effectively in a diverse team environment

Skill Abilities

- Highly numerate
- Strong accounting knowledge and analytical/problem solving skills.
- Able to coach both finance and non-finance people on financial topics including budgeting & internal controls.
- Fluency in spoken and written English language and the local language
- Excellent in oral and written communication

Personal Qualities

- Creative and takes initiative.
- Ability to think objectively & to work independently
- Knowledge of local language
- Ability to train, and motivate staff effectively in a fast-paced environment.
- Self motivated person able to work without close supervision
- Excellent planning and prioritisation skills