



## JOB DESCRIPTION

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TITLE	Regional Programs Finance Coordinator
REPORTING TO	Programs Finance Manager
LOCATION	To be agreed during recruitment process. Potential to be based in Australia, Cambodia, or in the Asia Pacific region. Candidates must have right to work in the chosen country.
EMPLOYMENT BASIS	Full time Unspecified Duration Contract (3-month probationary period)
START DATE	TBD

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### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

WaterAid passionately believes everyone in the organisation has a role to play in innovation, encourages curiosity about the world and empowering everyone to take action. We recognise that both big and small changes can have positive impacts on our roles, our team and our mission.

**Job Purpose**

The Regional Program Finance Coordinator will provide effective support for program finances, with a focus on the interface of grants with business functions. The role will be based in the Organisational Systems and Support team, and will liaise closely with team members in the Program Operations team, and also with Operations staff in Country Programs. The role will improve processes and capacity related to grant finances, with the aim of strengthening capacity of country program staff to effectively manage grants and implement Country Strategies.

The role will coordinate closely with Operations Managers in country to ensure the completion of business processes, including annual budget preparation, forecasting, and budget tracking. The role will seek to strengthen capacity, with the aim of finance processes being led in country.

The role acts as a key contact within the team for business development and budgeting guidance, ensuring we are seeking full cost recovery. The role will also engage on a new grant/program management system development, ensuring that financial requirements are translated into the system.

**Key Performance Areas/Accountabilities**

<b>Coordinate financial processes</b>	<ul style="list-style-type: none"><li>• Support Operations Managers in country to review expenditure against budget, process adjustments and reforecast processes. Facilitate these processes for the Policy and Programs Team.</li><li>• Oversee the staff recovery process and salary mapping for the Policy and Programs Team, and support Operations Managers in country to lead process.</li><li>• Support Country Programs in preparations for grant audits and responding to audit recommendations.</li><li>• Support the preparation of annual country program budgets and quarterly reforecasts, including allocation of expenses to grants and projects</li></ul>
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<b>Support grant financial management, operations and compliance</b>	<ul style="list-style-type: none"> <li>• Lead the review and updating of Operations Manual for Country Programs, including contextualisation of annexes as necessary with the Country Programs, and socialisation of the manual to ensure that WaterAid's processes are relevant, understood and implemented</li> <li>• Support Country Programs to ensure compliance with WaterAid policies, and identify and action system improvements</li> <li>• Maintain WaterAid Australia's pricing guidance for grants, and build capacity across Country Programs to utilise approach.</li> <li>• Oversee match funding requirement of the grants and update the match fund tracking</li> <li>• Support the development and socialisation of tools or processes to improve the interface of grant finances with business finance functions, including around: <ul style="list-style-type: none"> <li>○ Annual budgeting and quarterly reforecasting; and</li> <li>○ Provide future year projections and cost recovery mapping information</li> <li>○ Improve accessibility of grant financial information, and integration of grant and WA financial requirements</li> <li>○ Support Country Programs to produce internal monthly financial report for in-country review and monthly adjustment</li> </ul> </li> <li>• Undertake Country Program visits and provide support as needed to strengthen capacity and practice in relation to program operations.</li> <li>• Support Country Programs in financial components of partnership management</li> </ul>
<b>Program and grant management systems improvements</b>	<ul style="list-style-type: none"> <li>• Ensure that processes are fit for purpose</li> <li>• Support capacity development initiatives and provide training and support for financial management</li> <li>• Feed into systems improvement project, ensuring that financial and grant management requirements are understood and met in the development of a new system.</li> <li>• Build capacity of country programs staff to manage and track grant budgets</li> </ul>
<b>Business Development Support</b>	<ul style="list-style-type: none"> <li>• Input into Business Development Lead processes, including supporting development and review of budgets for proposals for institutional donors, corporations and philanthropic foundations;</li> <li>• Support country program staff with grant planning and budgeting, to align with Country Strategies and business needs</li> </ul>
<b>Country Program Finance Support</b>	<ul style="list-style-type: none"> <li>• Assist Programs Finance Manager to process journals and updating reports for grants</li> <li>• Process adjustment journals as requested from other teams</li> <li>• Contribute to WaterAid accreditation requirements</li> <li>• Filing journals and supporting documents</li> <li>• Provide other support as needed across the OSS team</li> </ul>

## Qualifications, Skills and Selection Criteria

Essential	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience working in program finance for an international organisation, preferably with experience supporting country programs and/or ensuring grant compliance</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Degree in Finance and Accounting or equivalent professional qualification in a relevant field</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Strong financial management skills, including budget development and financial reporting; and understanding of donor requirements and grant compliance</li> <li>• Experience in improving systems or processes</li> <li>• Demonstrated commitment to locally led approaches and experience in capacity strengthening</li> <li>• Excellent communication, relationship building and problem-solving skills</li> <li>• Knowledge of DFAT accreditation standards and ACFID Code of Conduct</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Someone who can work collaboratively and also plan own work, manage competing priorities and adapt to changing needs</li> <li>• Self-motivated, ability to work autonomously and to organise workload to meet demands</li> <li>• Reliable, with a strong sense of responsibility and work ethic</li> <li>• Attention to detail</li> <li>• A team player with the ability to build strong relationships with colleagues</li> <li>• Strong commitment to human development and poverty reduction and inclusive development</li> <li>• Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation</li> <li>• Commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities</li> <li>• Demonstrated understanding of gender equality and women's empowerment including ethnic diversity and cultural sensitivity</li> <li>• Commitment to innovation, continuous improvement and openness to new ideas and growth.</li> <li>• Ability to travel internationally (4-8 weeks annually)</li> </ul>

### **Physical Environment and Demands**

Ergonomic work stations within an open plan office, standing desks, recreational area and flexible work environment, overseas travel.

### **Level of contact with children**

During Country Program visits, office family days and volunteering activities.

### **Details of how to apply**

Please submit your application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au) by **Sept 23<sup>rd</sup>, 2022**.

Applications for this position must include a resume and a cover letter which addresses the full Selection criteria as identified in the Position Description.

WaterAid is a child safe organisation committed to protection of people we serve. Our recruitment and selection procedures are designed to ensure we only recruit people who are suitable and aligned with our standards on the safety of children and protection from sexual exploitation and abuse. All appointments are subject to appropriate background checks and screening. We promote diversity and equality in all our practices. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.