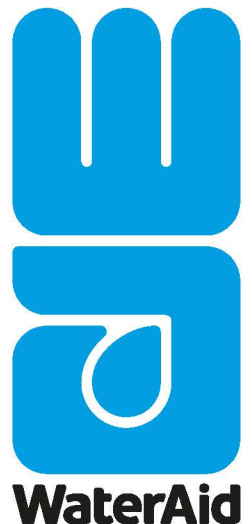
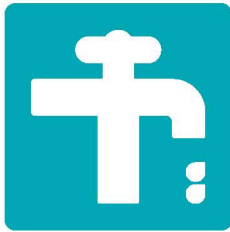


Job Description

Head of Finance & IT

Malawi

Fixed Term Contract



We are WaterAid



Our vision is a world where everyone everywhere has access to safe water, sanitation and hygiene.

Our mission

Transform lives through sustainable and safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid - who we are, what we do and how we do it.

Respect. We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

Accountability. We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

Courage. We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

Collaboration. We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

Innovation. We are creative and agile, always learning, and prepared to take risks to accelerate change.

Integrity. We act with honesty and conviction and our actions are consistent with openness, equality and human rights.



WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation of any kind. The safeguarding of the communities in which we work, our staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. We are passionately committed to WaterAid being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone can reach their full potential. All staff and volunteers are required to share in this commitment through our Global Code of Conduct.

We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid will carry out disclosure checks for roles that involve direct contact with children and vulnerable adults. Applicants are required to provide details of convictions that, in other circumstances, would be considered spent. For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: <https://www.wateraid.org/uk/safeguarding-at-wateraid>



About the role



Job Title	Head of Finance & IT
Place of work:	Lilongwe, Malawi
Pay band:	Grade G
Salary:	MWK37,645,799-MWK51,121,105
Contract type:	Fixed-term contract
Reports to:	Country Director
Manages:	Finance Manager, Financial Management Specialist (Grants & Partners), IT Officer
Budget responsibility:	Responsible for Finance & IT Budget and has oversight role on Country Program Budget
Travel:	Regular in-country travels and involves international travels occasionally

Job purpose

The Head of Finance & IT is responsible for overall Finance & IT leadership in WaterAid Malawi. The role has oversight responsibilities on all financial accounting, financial systems & controls, financial planning, financial management and reporting for the Malawi Country Program. It ensures existence of effective IT infrastructure and systems within the Country Program that are compatible with IT architecture and platforms at WaterAid global level. The Head of Finance & IT, in collaboration with the Malawi Senior Management Team, leads on strategic and long-term financial planning for the Country Program including providing leadership on funding bids, donor reporting, compliance with regulatory and legal frameworks externally, and with WaterAid policies, procedures and standards internally. The role acts as the financial advisor to the Malawi Senior Management Team, managers, and other teams within the Malawi Country Program.

Team description

The role reports to the Country Director for WaterAid Malawi and line manages Finance Manager (Operations), Financial Management Specialist (Grants & Partners) and IT Officer. The incumbent is a member of the Senior Management Team (SMT) for WaterAid Malawi and by extension is part of the Southern Africa Regional Management Team (RMT). The role is a lead contact on finance matters and works in close collaboration with finance teams in WaterAid UK.

Accountabilities



Financial Planning and Budgetary Control: Coordinate and steer the development of financial plans for the implementation of the country strategy. Coordinate the annual financial planning and rolling forecast processes ensuring adequate guidance and support is provided to budget holders to develop their annual plans in line with organisational policies and donor commitments. Provide regular management reports on financial performance and explaining reasons for deviations from plans and proposing key actions required to address any major deviations.

Risk Management: Develop and regularly update a risk management strategy and lead/coordinate on risk monitoring and strategy implementation process for the CP. Ensure WaterAid Malawi follows local legislation that may be applicable in the country; including those relating to taxation, pensions, NGO regulations, financial crimes, and others.

Funding and Donor Contracts Management: Provide financial leadership on review of Country Program's funding position and its implication on the viability of the Country Program in terms of short-term and long-term operational needs and the overall delivery of the Country Program's strategy. Coordinate with the Country Program leadership and other teams on fundraising efforts to ensure sustainable funding to support delivery of the country strategy. Ensure systems are in place to support efficient and effective financial management processes for restricted grants (planning, budget reviews, expenditure monitoring, accounting, and reporting) in line with grant agreements and WaterAid policies. This includes working with the country leadership and other teams within WaterAid to ensure that appropriate/prompt actions are taken to resolve grant related issues, as necessary.

Treasury Management: Develop systems to manage cash flow in the country programme; ensuring adequate funds are available for WaterAid and partner activities and within minimum and maximum cash buffer limits. The Head of Finance and IT shall also implement systems that will ensure the cash held in bank accounts

and country programme office is secure and only utilised for agreed WaterAid activities. Manage transfers between WaterAid UK and Country Office and Country Office and Partner Organisations. Make sure levels of cash held on site at the WaterAid offices and at partner organisations are within agreed limits. The jobholder will ensure bank mandates are always up-to-date and authorisation is obtained for all updates.

Internal Controls: Co-ordinate review and update of WaterAid Malawi Financial and IT Policies and procedures on a regular basis to ensure effective and enabling financial controls are in place and compliant with all WaterAid global policies and procedures. Ensure WaterAid assets are adequately safeguarded and that any serious financial irregularities are promptly reported to the Country Director and relevant staff in UK.

Audit: Co-ordinate internal, annual statutory and grant specific audits for the country programme as well lead the development and implementation of action plans to address audit recommendations. The role will also monitor and report progress on the implementation of the audit recommendations. The Head of Finance and IT also supports the UK external audit and other donor specific audit processes ensuring prompt response to requests from external auditors.

Partnership management: Develop appropriate systems and processes to support risk-based partnership financial management. Lead on regular review of partner reports to ensure funds transferred for project activities are properly accounted for and utilised for designated activities. Lead on due diligence processes and making recommendations on whether to engage in a partnership arrangement with such partner as well as identifying areas weaknesses in existing partner financial management capacity and proposing arrangements to address such gaps. This includes carrying-out assessment on lead partners in any proposed consortium to ensure that WaterAid collaborates/works with prime organisations that are not a risk on their own.

Finance Systems: Develop, implement and/or improve financial management systems within the country programme. Ensure strong financial accounting and reporting systems are in place to provide accurate and complete financial information to budget holders and management to support effective decision making. Ensure that the key areas and requirement of finance systems (including coding structure) are well understood and correctly applied/followed in financial transactions by WaterAid staff and partners. Implement changes in financial management or accounting practices recommended by WaterAid UK to meet the regulatory needs of WaterAid as well as local and international accounting and reporting standards.

Information Technology: Provide leadership on development and maintenance of effective IT infrastructure and systems in the Country Program that are compatible with IT architecture and platforms at WaterAid global level as well as ensuring compliance with WaterAid global IT policies and local laws. Coordinate on IT capacity development processes to ensure that all Country Program staff have requisite skills necessary to utilise all IT facilities effectively. Support users on

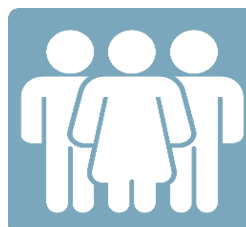
procurement of IT hardware, software and services in line with user needs and within WaterAid policies. Oversee IT support requirements for effective knowledge management and delivery of WaterAid Malawi country strategy.

People Management: Provide effective leadership for the Finance and IT team, ensuring effective utilisation of their capacity towards the achievement of CP objectives and organisational vision and mission. Lead on setting and monitoring of clear performance objectives within the team and ensure an environment of learning for continuous development of skills and sharing of experiences within/across teams including developing financial management capacity of non-finance teams

Relationship management: Establish and maintain a good working relationship with WaterAid Malawi banker(s) and key IT service providers; ensure that banking /IT activities are processed in a timely and professional manner, and ensure the bank(s), other financial services and IT providers are providing all necessary services to WaterAid and its partners at competitive prices.

Value for Money: Promote value for money principles as part of the organisational culture. Develop and implement tools and procedures for assessing value for money that WaterAid obtains in all its activities in the Country Program, with special regard to economy, efficiency and effectiveness.

Person specification



Essential skills

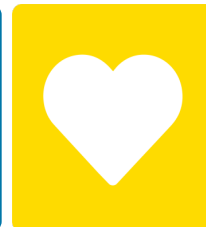
- University Degree from a reputable academic institution
- Professionally Qualified Accountant
- Member of Institute of Chartered Accountants in Malawi (ICAM) and other internationally recognised accounting body(ies) such as ACCA, CIMA, ACA or CPA
- Minimum of ten years post qualification experience, five of which must be in senior management role or senior finance leadership role
- Minimum of five years' people management experience
- Experience in managing complex and high-risk grants
- Strong knowledge of accounting for non-profit organisations
- Strong experience on policy and budget oversight.
- Experience in systems development/improvement.
- Experience of using accounting packages (such as Sun Systems & ERP based systems).
- Excellent knowledge of excel and vision

- Basic knowledge of IT systems
- Demonstrated and in-depth knowledge of the regulatory environment and relevant laws (including Taxation, Pensions, NGO Act etc)
- Commitment to WaterAid's values

Desirable skills

- Master's degree in business administration or a related field
- Ability to work independently and effectively in a diverse team environment.
- Ability to develop strategic goals/plans to prioritize, organize, and accomplish work.
- Ability to monitor/assess performance for oneself, team/other individuals, or organizations to make improvements or take corrective actions.
- Ability to make decisions and solve problems based on analysis of information and evaluation of results.
- Ability to make decisions based on reasonable judgement.
- Ability to listen (give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times).
- Ability to understand implications of new information for both current and future problem-solving and decision-making.
- Ability to develop constructive and cooperative working relationships with others.
- Ability to influence others.
- Willingness to take on responsibilities and challenges.

Our commitments



Our People Promise

Everything we do is guided by our values. We want everyone to be treated with dignity and respect, and we champion people's rights and contributions to achieve a fairer world. We are passionately committed to being an organisation where everyone is welcome, respected, included and empowered to be their best.

We represent and celebrate the diversity of our staff, partners and everyone that we work with to create a culture where everyone can reach their full potential.

Equal opportunities

We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

Safeguarding

We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously.

Wherever you work in WaterAid and whatever job you do, you'll be joining a global network helping people change their own lives with clean water, decent toilets and good hygiene.