

COUNTRY FINANCE MANAGER

Annual Salary and Benefits	As per Oxfam in Mali payscale
Internal Job Grade	C2
Contract type	National
Reporting to	Business Support Manager
Staff reporting to this post	Financial Analyst, Finance Officer (Treasury), Senior Programme Administrator
Locations	Bamako and geographical area to be covered in the role.
Annual Budget	None

Shaping a stronger Oxfam for people living in poverty.

Context

Oxfam in Mali works to implement its vision for a peaceful Mali, where inequalities and social injustices are reduced, so that women, men, girls and boys exercise and fully enjoy their rights.

To achieve this vision three Strategic Objectives are defined:

- ✓ **The Resilience of sustainable communities and livelihoods;**
- ✓ **Good Governance, Peace and citizen participation;**
- ✓ **Access to basic social services.**

Moreover, at the heart of the Oxfam in Mali's Country Strategy, there is Influence, Advocacy and Gender Equity for reducing Communities' vulnerability to Internal and External Shocks and the Injustice of Poverty. Our programs will help reduce the economic marginalization of women and promote their full participation in Mali's development.

Job Purpose

The Country Finance Manager will act as an expert on financial management and deliver persuasive and effective leadership within Oxfam, and amongst the Oxfam confederation. She/he will be implementing Oxfam executive board level strategies and working closely with Management Team level and senior managers at own level advising them and communicating high level financial information.

Key Responsibilities and Accountabilities

1. Audit and Risks Management

- Ensure that all Finance procedures are consistent with corporate and regional standards, are clearly defined and understood and are operated effectively throughout the country;
- Ensure internal control mechanisms are in place & being followed;

- Ensure effective asset management in close liaison with Logistics;
- Advise programme management of any changes/developments in government policies, statutory and legal requirements in Mali with regard to the finance function;
- Maintain an overview of Oxfam policy, systems and procedures relevant to finance and ensure that developments are communicated and implemented appropriately through regular reviews.
- Take a lead in preparing for audits, sourcing external auditors and support programme staff in preparing for external and internal audits;
- In coordination with BSM, maintain a risk register for the country programme, proactively review existing risks, identify new/potential risks and put in place measures to mitigate. Bring significant risks, real & potential to the attention of management & ensure timely action;
- Advise Oxfam of any changes / development in government policies, statutory requirements with regard to the finance function;
- Familiarise with the laws of the country and ensure its compliance, support the BSM & CD to ensure that the programme adhered to all relevant statutory / legal requirements in country;

2. Cash and Bank

3. Financial Control

- Work with the BSM and programme managers/ coordinators to identify finance needs, financial management issues and develop strategies to address them;
- Ensure effective, timely and accurate functioning and monitoring of the complete financial systems (e.g. GL and OPAL), including maintaining the completeness and integrity of data within the system, generating necessary reports and authorising monthly data compilation in the system;
- Ensure payments are released after thorough verification by checking the documentation, relevant budget codes and ensuring the mathematic accuracy;
- Liaison with banks, auditors, donors & similar organizations (where required) and local tax authorities etc.;
- Ensure asset management is in line with organisational/donor requirements as well as generally accepted accounting principles;

4. Financial Analysis and Reporting

- Developing finance strategic objectives that responds to programme delivery needs;
- Contribute to the design of and oversee the preparation of regular (monthly/quarterly) management reports to meet the needs of programme managers within the country and also meet the requirements for regular reporting set by the Region and OI, ensuring timeliness and accuracy;
- Undertake short periods of research or project work to document experience and build up institutional learning on financial aspects of Oxfam's work;

5. Programme Administration / OPAL

- Compile the projects financial information and budgets in a comprehensive country finance budget/plan for review by the Mali senior management team;
- Verify budgets prepared by Programme team for accuracy and advice on design for optimum monitoring. Signing off budgets before submission to BSM & CD for authorisation;
- Ensure that the programme meets system requirements such as People soft – GL, OPAL and CRIMSON. Support managers on budget phasing and forecasting while working on OPAL budget and its management;

- Internal / external audit – take lead in preparing for audits. Support programme staff in preparing for external and internal audits, identifying external auditors, and in the audit process itself. To ensure that audit recommendations are implemented and maintained;

6. Donor Reporting

- Ensure that donor requirements, policies and procedures are met across the programme;
- Closely monitor the donor reporting schedule and the programme business cycle to ensure timely and accurate financial donor reports are prepared & submitted consistent with narrative reports;
- Work with the funding team to manage the preparation of financial reports of Donors according to set deadlines. Ensure a complete audit trail from primary documentation to the accounting system for accurate and rapid donor reporting and general record keeping. Ensure donors compliance in each transaction;
- Ensure proper donor contract management including systems requirements e.g. CRIMSON from the Finance perspective;

7. Budget (Proposals/Partners)

- Work on annual planning and lead in annual & project budget preparation of the Country Programme and provide support to the team including field programmes in the process;
- Support the BSM, and other programme staff, in the preparation of programme and project budgets, as well as the annual budget for Oxfam, and manage the preparation of financial projections / forecasts on a regular basis that are necessary for effective monitoring and review;

8. Partner Management

- In collaboration with the BSM, prepare and submit NGO council annual & others (when required) report;
- Build the finance management capacity of national partner organisations to meet the compliance requirements of the Government, Donors and Oxfam;
- Ensure regular finance monitoring visits to Partner organisations and follow-up on monitoring visit recommendations;
- Manage the country finance team and Partners finance if required.

9. Other

- Perform other duties as requested by the supervisor

Technical Skills, Experience & Knowledge

Essentials

- Master degree in economics finance, accountability, or similar studies;
- At least 5 to 10 years experience on the same or on similar position in a large and / or complex non- governmental organisation of same level working in a humanitarian context funded by individual & institutional donors;
- Experience to work using implementing partners & their capacity building;
- Ability to work using online financial system preferable PeopleSoft;
- Strong budget preparation & management skills with high aptitude for figure work.
- Capacity building experience, training and coaching skills and a willingness to support development of others;
- Leadership qualities and people management expertise to provide direction and effective support to a multidisciplinary and multicultural team; with proven ability to be flexible in demanding situations;

- Expertise in the application of strategic financial management and experience in maximising resource utilization;
- Experience of leading the implementation of operational improvements and the persistence to achieve change in a challenging environment;
- Experience in matrix management of functional staff to ensure effective delivery of functional objectives;
- Through understanding of financial system and how it interacts with other operational systems to maximise its information generating capabilities;
- Ability to gain and apply knowledge of the statutory requirements of the country;
- Effective verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential;
- Ability to operate and think strategically, coupled with proven analytical skills and the use of these to problem solve and make firm decisions.

Desirable

- Knowledge of NGO programming in development and emergencies;
- Knowledge or experience of Oxfam's programme works an advantage;
- Experience of managing and working in consortiums;
- Ability to work under intense pressure;
- English speaking will be very highly appreciated
- Flexible approach to working hours-ability and willingness to work evening and weekends when necessary

Oxfam's Values

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.

Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviours to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.