

Job description: Finance Officer, Central African Republic

Job Title: Finance Officer, Central African Republic

Location: Bangui, with occasional travel to Bossangoa and Paoua

Reporting to: Programme Director

Duration: fixed term contract from April 2019 to June 2020

Salary: \$1,630 per month, plus 19% employer contribution to CNS, 2% employer contribution to ACFPE, 9% of employer pension contribution and medical insurance

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond.

Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. We make peace possible.

Conciliation Resources has been working to build peace for 25 years, and currently operates in eight global regions, with a staff team based mainly in the UK, of over 60 people from different countries and cultural backgrounds. Central to our work is our approach to partnership – we currently work with over 70 partners around the world.

General Criteria

Conciliation Resources' core values of Collaboration, Creativity, Challenge and Commitment underpin everything we do, and staff are expected to apply these values to their work and in their interactions with others. In addition, we foster an internal environment of transparency, mutual respect, integrity and professional discretion.

Conciliation Resources has been working towards the non-violent end to conflict in the East and Central Africa region since 2006, in particular in Uganda, South Sudan and the Democratic Republic of Congo (DRC). Since 2010, we have been working in the Central African Republic (CAR), supporting civil society and community actors in conflict resolution and peacebuilding that is sustainable and meets the needs of conflict-affected communities. In CAR, Conciliation Resources has supported the Interfaith Platform to set up their Secretariat. The organisation has also supported community-led peacebuilding through 12 Local Peace Cells (LPCs) in Bangui, Bria, Carnot and Ndele since 2014.

Conciliation Resources has recently launched a new project in CAR, promoting youth participation in peacebuilding in Bossangoa and Paoua. The project is funded by the UN Peacebuilding Fund and is implemented in partnership with War Child UK and the civil society organisations Femme Homme Action Plus (FHAP) and Association pour l'Action Humanitaire en Centrafrique (AAHC).

Job purpose

The Finance Officer provides financial and logistical support necessary for the implementation of the East and Central Africa programme's work in CAR. The post holder will play a key role in liaising with partners across the areas in which we work, and in supporting the team in financial management and reporting. The Finance Officer is based in Bangui and undertakes regular travel to Bossangoa and Paoua. The Finance Officer reports to the Programme Director of the East and Central Africa team, based in London, and works alongside a Project Manager and a Programme Officer (all three London-based) and a Bangui-based Programme Officer.

Specific responsibilities and tasks

a. Strategic and Operational Planning

Contribute to the East and Central Africa programme's strategic and operational planning processes, including participation in the annual planning cycle and half yearly forecasting processes, through participating in meetings, and assisting with the preparation and submission of completed annual plans.

Participate in team and other internal meetings or working groups.

b. Programme Management

On occasion support the Bangui-based Programme Officer in providing logistical, financial and administrative support to the full range of activities undertaken by the programme, including arranging travel, visas, accommodation and other tasks required to organise meetings and workshops.

Support the Bangui-based Programme Officer in producing and regularly updating project management documentation, including Partnership Agreements, workplans, budgets, transfer schedules, financial reporting forms, consultant contracts and associated Terms of Reference.

Provide support and advice on financial management to partner organisations (in person, by phone/Skype and by email).

Participate in regular line management sessions, semi-annual and annual appraisals and keep the HR Information System up to date.

Comply with internal information management systems and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies. Input contacts and information onto our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

c. Financial Management, reforecasting and reporting

Support the timely and accurate processing of financial transactions for the programme. Process invoices and expenses claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures. Prepare and process programme staff's financial trip reports, transfer requests, travel advance requests and other programme expenditure documents, ensuring appropriate coding and in liaison with the London-based Finance team.

Support the Bangui-based Programme Officer in maintaining a programme-wide calendar of reporting deadlines, and log, file and acknowledge receipt of partner financial reports.

Assist the Programme Director and other team members in programme budget monitoring and reporting, including processing partner and project financial reports and (in conjunction with the Finance team) preparing expenditure reports for donors and cash flow forecasts.

Assist partners to compile budgets and financial reports based on templates and submit these for approval by the Programme Director, liaising with the London-based Finance team and partners to

resolve issues. Ensure partner transactions are properly coded and recorded, and that all necessary supporting documents are filed appropriately, electronically and/or in hard copy.

Ensure the Project's expenditures and financial management is compliant with Conciliation Resources financial management procedures and donors' contractual requirements; and support the programme team's and partners' understanding of compliance and donor requirements.

Provide support and training to partners to enhance their understanding of our financial processes, delivered remotely or in-country.

Support the Programme Director with programmatic financial management including monitoring and ensuring appropriate sign off of expenditure.

Attend monthly programme finance meetings remotely (via Skype or phone) and provide accurate and timely financial information as required.

Ensure procurement of services is carried out in an appropriate manner adhering to Conciliation Resources' Procurement Policy covering such areas as consultants, proofreading and copy editing, translators and the translation of programme related materials.

Maintain proper physical and electronic files and folders including current and archived information to enable retrieval of information by other team members.

Support the preparation of accounts for internal and external audit processes.

d. Budget and Proposal Support

Support programme and cross-programmes fundraising efforts when requested by the Programme Director or Director of Programmes, including coordinating input and editing financial submissions, drafting budgets.

e. Personnel management

Ensure they and consultants adhere to Conciliation Resources' security and safeguarding policies and guidelines when working, and particularly when travelling to Bossangoa and Paoua. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

f. Other Responsibilities

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by the Programme Director or Director of Programmes.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.

Person specification

Essential knowledge, skills and experience

- Experience of undertaking a range of financial administrative duties including data input and retrieval.

- Experience supporting financial management including experience in preparing budgets and cash flows, monitoring organisational and partner expenditure and supporting financial reporting.
- Experience in supporting partners (remotely and in person) on the successful joint delivery of work and accompanying local community-based organisations with limited organisational (financial and management) capacities.
- Experience of working in a team support position with colleagues who work remotely and travel frequently.
- Excellent numeracy and accuracy skills with a high level of attention to detail.
- Able to work quickly and accurately to tight deadlines.
- Strong organisational skills including planning, developing, implementing and maintaining financial and administrative systems.
- Experience of working with databases, handling diverse sources of information and maintaining accessible hard copy and digital filing systems.
- Experience of working in a multi-cultural environment.
- Excellent verbal and written communication skills in English and French.
- Willingness to work irregular hours occasionally and to undertake some international travel.
- Strong commitment to, and experience of, team and cross-organisational working.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Graduate study, local equivalent or equivalent by experience in accounting and finance
- Ability and willingness to travel to Bossangoa and Paoua, and experience of hostile environment training or willingness to undertake hostile environment training.
- Fluent written and spoken English and French
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet.

Desirable knowledge, skills and experience

- Spoken and/or written Sango
- Knowledge of and interest in political, social and economic dynamics in CAR, in particular the project areas Bossangoa and Paoua