

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Finance Officer</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Africa Partnership Secretariat</b>
<b>LOCATION:</b>	<b>Dakar, Senegal</b>

**1. OVERALL PURPOSE OF JOB**

To ensure effective financial management in the BirdLife West Africa Sub Regional Office in Dakar, as well as provide finance support to Partners in the PRCM Region.

**2. WORK RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Head, West Africa Sub regional Office
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
<ul style="list-style-type: none"> <li>None</li> </ul>
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>Administration Officer in the West Africa Sub Regional Office</li> <li>Finance and Administrative Coordinators in Nairobi and Cambridge</li> <li>Fundraising Task Force – priority setting, proposal writing and programme implementation (including reporting).</li> <li>BirdLife staff in the West Africa Sub Regional Office</li> </ul>
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>BirdLife network especially African BirdLife Partners, Supporting Partners (especially RSPB and VBN) and project implementing partners in the PRCM region</li> </ul>
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>Manage contracts for all outsourced services and ensure that they deliver value for money and are regularly reviewed.</li> </ul>

**2 (a). KEY WORKING RELATIONSHIPS GRID**

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	0	Funding organisations (institutions, foundations, corporations )	2
BirdLife Global Council	0	Regulators/ legislators/ auditors	3	Individual donors/ members	1
Suppliers/service providers	3	Scientific community	1	VIPs/ royalty/ high worth individuals	0

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**Level of Contact**

1. = General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
2. = Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.
3. = Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

**3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

By main work area:

**Support Financial Management**

- Prepare monthly accounts for Dakar office and ensure their timely submission after review by the Head of West Africa Sub-Regional Office to the Finance coordinator.
- Ensure effective and efficient filing of finance documents in compliance with donor contracts and BirdLife procedures.
- Preparation of financial information, retrieving, photocopying & filing documents during audits.
- Assist with employee expense reports, checking for receipts and reconciliation of the same.
- Preparation of monthly bank and inter-branch reconciliation.
- Prepare donor financial report and project progress reports to senior management and technical officers.
- Processing of payments on time including salaries and benefits to staff.
- Contribute to the preparation of quarterly budgets for cash flow requests.
- Ensure that procurement procedures are adhered to.
- Ensure financial rules and regulations are followed by staff, giving appropriate explanations and suggesting remedial or alternative action as appropriate.
- Verify availability of funds and provide financial clearance on requests/documents within authorized limits.
- Ensure deduction of taxes and other requisite benefits and payment made to the relevant government departments on time.

**Fundraising/Grant Disbursements**

- Supporting calls for proposals and review of grant applications.
- Contracting and disbursing grants.
- Reviewing grantees' financial report.
- Any other Duties as assigned by the Finance Coordinator.

**4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	None
<b>Contracts – Funders</b>	None
<b>Contracts – Staff/Consultants</b>	None
<b>Contracts – Service providers</b>	None
<b>Legal Responsibility</b>	None
<b>Other</b>	None

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**5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Essential: University degree in Finance or business administration, accounting or in other related field. Master's degree is an added advantage
<b>Job Specific Education/ Qualification</b>	A degree in business administration, finance or professional accounting certification, ACCA, CPA Good knowledge of financial and programme management principles and practices
<b>Job Specific Knowledge</b>	Desirable: interest in and understanding of financial and accounting
<b>Experience</b>	Essential: Significant experience in applying administrative and financial procedures through progressive work in finance and accounting activities
<b>Management &amp; organisational skills</b>	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines. Team worker. Ability to work in a multicultural team.
<b>Communications skills</b>	Essential: Excellent written and oral communication skills
<b>Analytical Skills</b>	Desirable: Ability to analyse complex problems, and generate creative and pragmatic solutions.
<b>Creativity &amp; Initiative</b>	Essential: Flexibility and ability to work independently
<b>Computer Literacy</b>	Essential: Computer literacy in all standard Microsoft office applications and social media
<b>Languages</b>	Essential: Oral and written fluency in French and English
<b>Travel requirements</b>	Willingness to travel at short notice when required (but not much travel foreseen)
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
Experience in world class finance and accounting system and Senegalese laws and regulations	

<b>Prepared by:</b>	<b>Date:</b>
Thandiwe Chikomo and Dalphine Adre	16 July 2020