

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Finance Officer
DIVISION/DEPARTMENT:	Finance and Administration
LOCATION:	Dakar, Senegal

1. OVERALL PURPOSE OF JOB

To ensure effective financial management of the BirdLife West Africa Sub Regional Office in Dakar, of the projects & fund's managed from the Dakar office, as well as provide finance support to Partners in the West Africa Region.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Finance Coordinator for Africa
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
<ul style="list-style-type: none"> Head of West Africa sub-regional office in Dakar (<i>administrative line management, direct support on financial matters</i>) Administration Assistant (and Officer TBR) in the West Africa sub-regional office (<i>day-to-day coordination</i>) Administrative Coordinators in Nairobi (<i>regular coordination</i>) Finance Coordinators in Cambridge (<i>financial processes and support</i>) Fundraising Task Force – priority setting, proposal writing and programme implementation (including reporting) (<i>support</i>) BirdLife staff based in the West Africa sub-regional office or related to a Dakar office managed project (<i>financial management and reporting</i>)
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :
<ul style="list-style-type: none"> African BirdLife Partners, Supporting Partners (especially RSPB,VBN, LPO, and NABU) Project implementing partners in West Africa (PRCM, RAMPAO, Wetlands, PAGGW, etc.)
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:
<ul style="list-style-type: none"> Manage contracts for all outsourced services and ensure that they deliver value for money and are regularly reviewed.

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
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		3	Individual donors/ members	1

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		Regulators/ legislators/ auditors			
Suppliers/service providers	3	Scientific community	1	VIPs/ royalty/ high worth individuals	0

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:
<p><u>Support Financial Management and Reporting</u></p> <ul style="list-style-type: none"> - Prepare monthly accounts for Dakar office including monthly bank and inter-office reconciliation. - Update internal systems with financial data, ensure effective and efficient filing of finance documents in compliance with donor contracts and BirdLife procedures. - Prepare and take part expenditure verification of projects, and internal/external audits as required. - Prepare internal and external reports (monthly, quarterly, annual financial reports, and projects timeline's-based reports) and provide analysis and overview to colleagues in project management as required. - Keep accurate records for all daily transactions and manage the Petty Cash for the Dakar office - Check invoices and expense claims received, ensuring they are in line with budgets and funder requirements and preparing outgoing invoices and payment requests to funders. - Process payments on time, including (but not limited to) salaries and benefits and travel advance to staff. - 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. - Track bank deposits and payments <p><u>Fundraising/Grant Disbursements</u></p> <ul style="list-style-type: none"> - Assist with budget preparation, supporting calls for proposals and review of grant applications. - Support contracting and disbursing of grants. - Review and advise on partners financial report. <p>Any other Duties as assigned by the Finance Coordinator.</p>

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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

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

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Job Specific Education/Qualification	Essential: University degree in Finance, Accounting, or business administration. Professional accounting certification, ACCA, CPA. Master’s degree is an added advantage Good knowledge of financial and programme management principles and practices
Job Specific Knowledge	Desirable: Advanced knowledge of international accounting norms such as International Public Sector Accounting Standards (IPSAS), International Financial Reporting Standards IFRS or other. Knowledge of an Enterprise Resource Planning (ERP systems) is an added advantage
Experience	Essential: Demonstratable experience at similar level, in accountancy, financial management and administration, preferably in an international and multicultural work environment. Experience in an NGO is an added advantage.
Management & organisational skills	Essential: High motivation, desire to achieve; dynamic, pro-active; 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.
Communications skills	Essential: Excellent written and oral communication skills.
Analytical Skills,Creativity & Initiative	Essential: Demonstrated resourcefulness, initiative, integrity, sense of confidentiality, astuteness, and the ability to identify problem areas and solve them effectively and efficiently.
Computer Literacy	Essential: Proficiency in Microsoft office software with a bias in Ms. Excel, word and other collaboration tools and preferably having a working knowledge in ERP is an added advantage
Languages	Essential: Oral and written fluency in French and proficiency in English
Travel requirements	Willingness to travel at short notice when required (but not much travel foreseen).
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Experience in world class finance and accounting system and Senegalese laws and regulations	

Prepared by:	Date:
Dalphine Adre	5 th October 2022