RedR and the work we do

Each year millions of people around the world are affected by natural disaster and conflict. RedR is the leading training and recruitment charity working in the area of international disaster relief. We provide training, consultancy and support to relief organisations and their staff around the world, improving emergency response and assisting people affected by disaster. Through building skills and training people in countries where disasters occur, we make a lasting impact on the ground. We recruit experienced relief workers following major global emergencies and advise potential new relief workers, ensuring skilled professionals are always available to respond.

RedR has recently combined their knowledge and skills with BioForce to create the DRSS – Disaster Response Support Service (DRSS) initiative to improve the capacity of humanitarian staff and their agencies to respond to the emergency in Haiti.

Job Description

The list does not cover the full scope of tasks and responsibilities of the Finance/Admin Manager, but serves to illustrate some of the areas of emphasis for the post.

Main Duties and Responsibilities

**Financial**

- Establish and implement financial procedures in line with organisational requirements
- Recording and reconciliation of project recoveries and income recognition.
- Timely and accurate recording of all financial transactions in line with organisational and donor requirements and deadlines.
- Establish and prepare accurate and timely information for budget monitoring and progress reporting of programme funds and grants.
• Provide financial management advice on revisions of budgets, preparing periodical forecasts and any changes needed
• Monitoring of the petty cash and bank balances to ensure sufficient funds are always available depending on the programme needs.
• Management and reconciliation of the bank and cash accounts, preparation of the weekly cash counts and monthly financial records including cashbooks, to be submitted to London Head Office, ensuring financial and resource accountability and effective management for records as required for auditing.
• Disbursement of cash advances and reconciliation to ensure recovery.
• Control of salary payments to staff, including national insurance and tax liabilities, reconciling the same and monitoring medical expenses, subsistence allowances, mobile phone usage, etc.
• Collection and filing of regular financial reports and budget records.
• Represent RedR budgets and finances to relevant stakeholders when requested
• Recruit and manage Finance/Administration staff in line with good organisational practice

**Administration/Logistics**

- Establish and implement administration and logistics procedures in line with organisational requirement
- Identify and establish and manage an effective working office for the DRSS programme ensuring effective security.
- Identify, establish and manage accommodation for international staff ensuring effective security.
- Establish and manage all procurement and logistics activities including possible management of vehicles and drivers.
- Cover essential duties in the absence of other personnel
  - Represent RedR at relevant meetings
  - Contribute to the adherence of all security guidelines
- Other duties as assigned

**Training**

- Preparation and delivery of basic book keeping training and related subjects as part of the RedR programme in Haiti

**Person Specification**

**Essential**

- Qualified Accountant (ACCA, CIMA or equivalent) or qualified by experience
- At least 2 years relevant experience in a finance/admin function in the field at an appropriate level, with sound understanding of working with an international NGO
- Proven financial analysis and forecasting ability
- Previous humanitarian scale up experience
- Experience of multi-currency accounting
- Production and interpretation of management accounts.
- Proven ability to provide support, guidance and training to financial and non-financial managers and colleagues.
- Communication and reporting skills (verbal and in writing).
- Experience of working in a cross-cultural environment and in insecure or complex environments.
- Ability to work to deadlines with good prioritisation and time management skills.
• Good computer literacy, with knowledge of Microsoft Office applications including Word, Excel and Outlook
• Fluency in both English and French

Values
• Credible commitment to international humanitarian or development work

Contract Terms

<table>
<thead>
<tr>
<th>Post</th>
<th>Full-time, unaccompanied</th>
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<tbody>
<tr>
<td>Period</td>
<td>Fixed term until end of July 2010. Extensions are subject to further funding and performance</td>
</tr>
<tr>
<td>Salary</td>
<td>£26,000 - £28,000 p/a, plus housing, expenses and an additional £2,200 Hard to Work allowance</td>
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<tr>
<td>Provisions</td>
<td>Shared accommodation provided and other benefits</td>
</tr>
<tr>
<td>Other</td>
<td>As defined in our standard contract terms</td>
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Expectations, Authority and Accountability

What we expect of you

Tasks
• In a professional and diligent manner, to carry out the work specified in this job description and the specific tasks as agreed in the annual plan and reviewed periodically with the line manager

Team
• To work as part of the staff team to achieve our organisational goals.
• Communicate regularly with key colleagues through regular reporting, by email, phone and occasional face-to-face meetings

Individual
• Adhere to our principles and values.
• Maintain and develop your own effectiveness, including taking responsibility for your health and general welfare and investing in your own professional development as it relates to our vision and mission.
• Be prepared to adapt to the changing environment that we, as a developing organisation, may experience.
• Bring to our attention issues of concern that could affect our ability to achieve our objects, including our support of you in your own role.

What you can expect of us
That we act as a good employer, abide by the principles of the People in Aid code and provide:
• A salary and benefits package that is fair, competitive, affordable and in keeping with RedR’s charitable status.
• Reasonable resources to do your job (office, equipment, budget etc), within our constraints
• Good induction, ongoing support and appraisal (including financial and time resources for your own professional development) from your manager
• Support and teamwork from your colleagues in a lively and professional atmosphere

Authority
The Finance/Admin Manager (FAM) functions with authority from the Country Director (CD). Working towards RedR’s vision and helping to deliver its mission, the CD authorises the FAM to carry out the role as described above, and to use the resources allocated for this purpose in the annual budget.

**Limitations to Authority**
The FAM shall operate within the parameters of the Haiti Programme as agreed with the CD, and within good practice as understood in the sector and developed by RedR. These limitations will be reviewed periodically.

**Accountabilities**
The FAM is accountable to the CD to provide support, guidance and resources and to relate to the CD in a manner consistent with RedR’s values. The FAM is responsible to the RedR CD for performance according to the expectations of the post and for operating within the authority delegated.