

INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title		Division:	
Donor Reporting Officer		Finance & MA Development	
Responsible to:	Location:	Date:	Grade
Donor Reporting Global Manager, and Director MA Support & Development, Pacific.	SROP, Suva	11/10/2023	D
1. JOB PURPOSE			
<p>Overview of the engagement</p> <p>IPPF is seeking an experienced Donor Reporting Officer to lead the financial management of portfolio of projects assigned to this post (designated and restricted funding) through the projects' life cycle.</p> <p>The primary responsibility of the Donor Reporting Officer is to provide leadership to financial and procurement management function for the UNFPA project portfolio, and restricted funds in the Pacific. This includes reviewing concept notes and proposals, preparing the financial model to run the project delivering with high quality standards.</p> <p>The postholder will be based in the SROP office in Suva, Fiji and will report to the Donor Reporting Global Manager and the Director MA Support and Development Pacific.</p>			
2. KEY TASKS & RESPONSIBILITIES			
<ul style="list-style-type: none"> Lead development and revision of budgets for portfolio of projects assigned to this post (designated and restricted funding) in line with the project/ programme plans. Lead, monitor and support the UNFPA Program Manager on all finance related tasks for the project. Lead set up and closure of projects under the guidance of the Donor Reporting Global Manager. Organise and supervise timely and accurate posting, in alignment with the global finance manual, for the portfolio of projects, of: <ol style="list-style-type: none"> invoices/ bills/ payment demands from suppliers. release of grants to Member Associations and partners, based on the milestones listed in the grant agreements. per diem (cash payments) requests and settlement of travel and workshop advances. all inflows including donations, grants, advance returns, etc. ensure completion of time sheets in collaboration with the HR journals relating to advance adjustments, outstanding reconciliation items, payroll posting, etc. quarterly payment requests ensuring accurate and timely payment to secretariat office. 			

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- Collaborate with the team in the finance hub to make all payments within the due date.
- Collaborate with the HR and project teams to ensure timely and accurate processing and posting of payroll amounts (including the timesheets).
- Collaborate with MA Support and development team on the development of funding proposals making certain that cost recovery and financial clauses meet IPPF's financial practices.
- Collaborate with the various restricted project contract managers and AoCs (Architect of Cooperation) in relation to contract management of project portfolio.
- Lead reconciliation of project funding and balances and support the process of month-end and year-end closures.
- Ensure all postings in the accounts are in line with the instructions provided by the contract management, the finance manual and in compliance with the various policies, legislations and donor contractual requirements.
- Lead creation of dashboards/ regular reports for the Contract Manager to ensure effective financial oversight and reporting systems is in place.
- Ensure compliance framework including ensuring the up-to-date project risk register is in place.
- Provide training on financial management, budgets, templates and tools relating to the restricted and unrestricted core project financial management.
- Ensuring adequate information is provided to Contract managers, regional offices (ROs) and AoCs, on project portfolio programme financial processes, transactions and reports.
- Support Contract manager(s) in forecasting and analysis of expenditure, budget and salary allocations across project members
- Responsible for development and maintenance of key financial controls in line with the secretariat wide budgeting, management reporting and forecasting, procurement management, travel management, treasury management, compliance with the IPPF and donor rules and regulations.
- Organise and supervise, where required, provisions of technical support and training relating to financial compliance with specific donor regulations to Member Associations/ partners.
- Lead and coordinate project audit work, including development of terms of reference, selection of auditors, onboarding and supporting provision of data and clarifications for the project audit – ensuring successful completion of project audit.
- Use lessons learned feedback to input into updating the global financial manual for donor reporting accounting and other work.
- Provide support to the Contract managers on any procurements including maintenance of preferred supplier list.
- Undertake such other reasonable duties as may be requested from time to time.

RESPONSIBILITIES

- a) **Staff responsibilities carried out by the job holder.**
No managerial responsibilities
- b) **Financial responsibilities carried out by the job holder.**
No direct budget responsibility but maintains a portfolio of restricted projects.

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c) Advisory responsibilities carried out by the job holder.

Guidance to SROP Office and MAs on financial and procurement matters.

3. EDUCATION & QUALIFICATIONS

- Qualified accountant or equivalent recognised accounting qualification.

4. KNOWLEDGE, SKILLS AND ABILITIES

- Experience of financial project management including grant management for funded (bi-lateral/ multi-lateral) programmes.
- Understanding of NGO compliance and accounting principles whilst dealing with bilateral and multilateral donors.
- Experience of program budgeting, monitoring and accounting including cost recovery modelling, cash flow management and reporting
- Experience of financial reporting requirements for senior management and multiple donors
- Experience in providing financial training to non-financial colleagues, will be an added advantage.
- Sound analytical and technical skills in financial accounting and ability to produce and interpret financial statements and reports.
- Strong project financial management skills.
- Strong verbal communication skills. Fluency in English (verbal and written).
- Strong technical skills on work/ excel and PowerPoint, with demonstratable skills in creating pivot tables, charts and use of data tools. Macro skills are desirable but not essential.
- Experience of development issues and/or project implementation and monitoring.
- Experience in audit and financial control systems.
- Excellent interpersonal skills and an ability to work effectively with people from different countries and cultures.
- Knowledge in other Pacific languages desirable.

5. PERSONAL COMPETENCE

- Rights-based and gender-sensitive perspective.
- Understanding of development issues, especially Sexual and Reproductive Health and Rights.
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
- Discretion in handling confidential information.
- Willingness to travel to project countries or any other MA states or other regions (subject to COVID-19 restrictions)
- Understanding of and a commitment to safeguarding including child protection, in a local and international context.
- Supportive of a woman's right to choose and to have access to safe abortion services.