

# Role Title: Programme Accountant (Afghanistan Response)

<b>Job Level</b>	Level 4	<b>Job Reference No:</b>	
		<b>Role Review Date</b>	May 2022
<b>Directorate</b>	International	<b>Function</b>	Afghanistan Response
<b>Service</b>	Asia Team	<b>Reports to</b>	Country Manager (DPRK, Myanmar, Afghanistan, Pakistan)

## Scale and scope of role

<b>Direct Reports</b>	0	<b>Indirect reports</b>	0
<b>Budgetary responsibility/ accountability</b>	N/A	<b>Accountable for other resources</b>	Financial management of up to £40 million

## Context

We help anyone, anywhere in the UK and around the world, to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

## Our Values and Principles

**Our values** (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

## Purpose of the role

The focus of the role is the financial management and financial compliance of all aspects of the BRC Afghanistan Crisis Appeal. The post-holder will work as an embedded resource to the Country Manager for Afghanistan, with operational and technical support from the International Finance Team where appropriate. The post holder is responsible for developing and managing all accounting processes for the response, including financial reporting and audit requirements of BRC donors.

## Key Responsibilities

### **Finance business partner**

- To attend Afghanistan Crisis management meetings to input on financial and business issues, present findings and make recommendations for action.
- To actively engage and participate on regional strategic projects to ensure financial systems, financial controls and risk management activities are implemented appropriately

### **Planning, Budgeting & Forecasting**

- To be the finance contact for the Afghanistan Crisis through planning, budgeting, and forecasting
- To update the Planner forecasting tool monthly with known changes to forecast for general and restricted funds for the Afghanistan Crisis
- To ensure that monthly forecasts reconcile to the agreed regional financial framework allocations
- To analyse, interpret and report on the Afghanistan Crisis consolidated budgets, assessing the implications, and recommending possible courses of action to the Country Manager (Afghanistan)
- To ensure that the planning and budget process is completed within the agreed organisational timetable and in accordance with procedures
- To ensure that managers can contribute effectively to the process, understand their responsibilities and targets, and have a good understanding of the financial performance of the Afghanistan Crisis
- To identify risks that may impact on the budget outcome and to mitigate such risks

### **Financial Management and Systems**

- To provide meaningful Afghanistan Crisis analysis on financial performance
- To provide managers with knowledgeable, proactive advice and guidance on financial issues
- To ensure managers have a clear understanding of the financial framework and the delegations within the International Directorate
- To hold monthly meetings to review financial performance with the Country Manager (Afghanistan), agree and document actions
- To maintain the integrity of the financial information in the BRC finance system for the Afghanistan Crisis ensuring entries are correct and up to date, posting journals where required
- To oversee the financial processing relating to the Afghanistan Crisis including processing grant agreements, grant transfers, international invoice payments and office cashflow requests for the Afghanistan Crisis
- To ensure systems are in place within the Afghanistan Crisis for general fund relieving and recovery management activities
- To be responsible for identifying any risks associated with financial systems, to propose controls or actions to mitigate such risks, and to monitor such controls
- To provide financial support to emergency appeals in the Asia region including attending ETFs (Emergency Task Force), Programme Team Meetings (PM's) and Major Programme Board Meetings (MPB's)
- To support the IPA (International Programme Accountant) & Trainer with surge delegate deployments in the region as required

- To support BRC's year end and interim external audit processes as required
- Support Asia DMC in the financial management and financial risk management of other smaller-scale emergencies and regional projects in the Asia region that either fall out of or cut across our Partnership countries (Regional Migration Project, regional NSD work etc.). This would apply to both current regional projects already being undertaken by the Asia team, and any that emerge over the course of the role

#### **Programme Financial Risk Management**

- To assist in carrying out financial due diligence reviews of Partner National Societies and programmes affected by the Afghanistan Crisis in collaboration with any non-UK based BRC finance staff, ensuring that key financial risks are identified, and clear recommendations given on how to deal with areas of weaknesses identified. To ensure that the recommendations are implemented appropriately.
- To support financial capacity building of Partner National Societies affected by the Afghanistan Crisis, in collaboration with any non-UK based BRC finance staff, and as required
- To ensure a risk register for the Afghanistan Crisis is developed, reviewed, and updated
- To ensure all Internal Audit actions related to the Afghanistan Crisis are appropriately followed up and reported back to Internal Audit

#### **Restricted Funds**

- To ensure that the financial elements of International Directorate restricted fund applications for the Afghanistan Crisis are prepared, reviewed and supported
- To ensure that financial reports for International Directorate restricted fund projects for the Afghanistan Crisis are prepared, reviewed, supported and submitted in a timely manner
- To ensure that audits on International Directorate restricted fund projects for the Afghanistan Crisis are arranged and carried out in line with the donor's requirements
- To ensure that all necessary financial support is given to all International Directorate restricted fund projects for the Afghanistan Crisis during the close out phase

#### **Management and Training**

- To support the recruitment, training and induction of all overseas based finance delegates, finance managers and finance officers connected to the Afghanistan Crisis
- To task manage and provide technical advice to all overseas based finance delegates, finance managers and finance officers in the Afghanistan Crisis
- To deliver financial training and financial inductions to staff connected to the Afghanistan Crisis as required

#### **Team Member:**

- Actively participates in all team meetings.
- Supports other team members.
- Work and behaves in accordance with all BRC policies and procedures.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

## Criminal Records

### Type of criminal record checks required for this role

<b>England and Wales - Disclosure and Baring Service Check (DBS)</b>
<ul style="list-style-type: none"> <li>&gt; <b>None</b></li> <li>&gt; Enhanced - Adult Workforce</li> <li>&gt; Enhanced - Child Workforce</li> <li>&gt; Enhanced - Child and Adult Workforce</li> </ul>
<b>Scotland</b>
<ul style="list-style-type: none"> <li>&gt; <b>None</b></li> <li>&gt; Protecting Vulnerable Groups (PVG) – Adult</li> <li>&gt; Protecting Vulnerable Groups (PVG) – Child</li> <li>&gt; Protecting Vulnerable Groups (PVG) – Adult &amp; Child</li> </ul>
<b>Northern Ireland</b>
<ul style="list-style-type: none"> <li>&gt; <b>None</b></li> <li>&gt; ACCESS_NI - Enhanced Children</li> <li>&gt; ACCESS_NI - Enhanced Vulnerable Adults</li> <li>&gt; ACCESS_NI - Enhanced Vulnerable Adults and Children</li> </ul>

## Drivers Checks

> Required <b>No</b>
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## International Roles only

If you have been living outside of the UK we will request international police checks in lieu of a UK Criminal Record Check.

> International Police Check	Yes	<b>No</b>
> International Driving License for manual cars	Yes	<b>No</b>

## Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

## Person Specification

		Requirement	Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)		
			S	I	A
<b>Knowledge and Skills</b>	Essential	<ul style="list-style-type: none"> <li>• CCAB qualified accountant</li> <li>• Strong audit and internal controls knowledge with the ability to highlight weaknesses and make appropriate recommendations*</li> <li>• Highly computer literate with advanced knowledge of MS Office and computerised accounts systems</li> <li>• Ability to assimilate complex financial and written information quickly and accurately</li> <li>• Strong analytical and reporting skills</li> </ul>	✓		
	Desirable	•			
<b>Experience</b>	Essential	<ul style="list-style-type: none"> <li>• Experience of developing financial systems to support international operations</li> <li>• Experience of supporting the financial elements of institutional donor programmes</li> <li>• Experience of supporting programme teams with budget and forecast preparation</li> <li>• Experience of risk management</li> <li>• Experience of delivering financial training especially to non-finance people</li> <li>• Experience of working with international programmes</li> <li>• Experience of different accounting systems</li> <li>• Experience of foreign currency monitoring and accounting</li> </ul>	✓	✓	
	Desirable	<ul style="list-style-type: none"> <li>• Experience of working in the not-for-profit sector</li> </ul>	✓	✓	

<b>Behaviours</b>	<b>Accountable for resources (Level 2): Understands the broader environment and uses knowledge to deliver</b>		(I)
	<ul style="list-style-type: none"> <li>Recognises and communicates to others our responsibility to our donors and supporters in maximising use of funds and resources</li> <li>Looks for opportunities for new funding streams and ways to add financial value, in a way that reflects the values of the British Red Cross</li> <li>Challenges others to be more commercial and value-for-money focussed in their thinking</li> </ul>		
	<b>Seeking insight (Level 2): Investigates and analyses information</b>		(I)
	<ul style="list-style-type: none"> <li>Gathers evidence to build the case for change or resolve issues by analysing relevant information and identifying connections</li> <li>Investigates problems or situations beyond routine questioning Finds those closest to the issue and investigates further</li> </ul>		
	<b>Working collaboratively (Level 2): Pro-actively builds collaborative relationships internally and externally</b>		(I)
	<ul style="list-style-type: none"> <li>Takes the time to be curious, gets to know others and their perspective, formally and informally</li> <li>Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions</li> <li>Helps others to understand the common ground</li> </ul>		
	<b>Developing yourself and others (Level 3): Develops skills and abilities for the long term</b>		(I)
<b>Additional requirements</b>	Essential	<ul style="list-style-type: none"> <li>Ensures inclusive practice and promotes diversity</li> <li>Willingness to travel to complex working environments overseas (up to 45 days per year)</li> <li></li> </ul>	(S) & (I)  (I)
	Desirable		

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.