



Financial Controller

Main Purpose

To oversee the financial administration, accounting and reporting of project funds managed by the Secretariat.

Main Duties

Budget & Expenditure Control

- Coordinates the preparation of the project budget with the responsible directorate.
- Ensure that commitments are only made against budgeted appropriations. Review and approve all major project commitments.
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to management.
- Review additional budget requests with project owners, liaise with donors in advance as per contractual procedures and seek authorisation/no objections for amendments and additional funding for activities.
- Produce and submit relevant expenditure reports to management and other stake holders with appropriate analysis.
- Ensure financial oversight over project accounting activities, including (but not limited to): timely and accurate bank reconciliations, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections, and submission of monthly financial reports to management.

Accounting

- Ensure chart of accounts are appropriately set up for accounting and reporting of project expenditures and maintain control around updates.
- Review and approve project financial reports, ensure they are complete, accurate and comply with reporting requirements before they are submitted to donors.
- Liaise with the responsible directorate and address their queries on the financial reports.

Cash Management & Control

- Review and approved all bank reconciliations and cash flow reconciliations for projects.
- Ensure adequate controls are implemented and followed for proper management of project funds.
- Ensure cash flow forecasts are produced, reported and additional funds are solicited on a timely basis.



Internal Controls

- Review agreements and contractual requirements of the project regarding internal controls around project financial management and ensure these are effectively implemented.
- Review and propose changes to the Secretariat policies and procedures for better internal control environment and governance.
- Continuously identify and implement leading practices on financial controls.

People Management

- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements.
- Work towards building a positive and compelling workplace and team culture.
- Maintain a climate that attracts, retains, and motivates top quality personnel.
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff.
- Undertake any other duties as delegated by the Director or the Deputy ES.

Position requirements

Education

At least a Degree in a finance related field from a recognised institution.

Professional Certification

Professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.

Specialized knowledge

- Knowledge of IAS, IFRS and IPSAS.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- Minimum of 10-15 years' working experience in finance, preferably in a public sector or regional organisation.
- Experience in managing projects related to peace and security.
- Minimum of 4 years in a line management position.

Skills and Competency Requirements

- Communication and presentation skills
- Conflict management skills



- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills
- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e., identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically