



## Job Description

### 1. Introduction

Job title	Director Finance & IT
Grade	2
Location	Country Office (New Delhi)
Reporting to	Chief Executive Officer
Reporting from	Manager Finance; Finance Coordinators (CO);

### 2. The Organisation

Jal Seva Charitable Foundation (JSCF) is registered in India as a not for profit company under Chapter 8 of the Companies Act, 2013. JSCF is an associate member of WaterAid International and uses the brand name 'WaterAid' in India. WaterAid's mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene. WaterAid India's goal is to "Make Water Sanitation and Hygiene (WASH) poverty history in the country".

WaterAid began working in India in 1986. The head office is in New Delhi. WaterAid India also has Regional Programme Offices in Bhopal, Bhubaneswar, Hyderabad and Lucknow. We currently work in 11 states in the country.

WAI's Programme focus in the next five years is on promoting and securing rights and access to safe water, improved hygiene and sanitation for the poor in particular, through direct services, and millions more through our influencing work.

### 3. Purpose

- To provide strategic leadership and responsibility for the Finance and Information Technology functions across the organisation
  - To ensure the application of WaterAid financial policies and procedures in collaboration with the other members of the Senior Management Team; consolidate and produce financial, statutory and management reports; facilitate adequate capacities for partner organisations on financial management; and support the Chief Executive Officer in good governance by ensuring compliance and reporting related to donors, the Board, and other legal and statutory procedures.

### 4. Responsibilities

#### Finance

- Internal controls
  - Ensure required financial policies, guidelines, and other essential documents exist, remain current and applied across the country programme
  - Review and update Finance procedures and manuals

- Ensure WaterAid assets are adequately safeguarded, and report to Chief Executive any financial irregularities
- Finance systems
  - Develop and/or improve financial information systems
  - Ensure all appropriate persons are able to use the Global Accounting Package in SUN system and other financial management systems as may be appropriate
  - Ensure all data is accurate, complete, and relevant for WaterAid, donor, and budget-holder information requirements
- Policy & procedure
  - Review, update, implement, and maintain financial management policies, procedures, systems, and tools across the organisation, ensuring compliance with WaterAid's overall policies, good practice standards, external donor requirements, and national laws and regulations
  - Identify corrective measures and implement amendments in line with the Global Policies of the WaterAid Federation
- Risk management
  - Develop and implement financial and risk assessment processes to ensure risk is appropriately identified and mitigated, and financial compliance achieved
- Cash management
  - Lead the financial forecasting process to produce relevant, accurate, and timely financial forecasts across the organisation, and manage fund transfers to ensure funds are always available for WaterAid offices and partner activities, but are within permissible limits and that cash is secure
  - Develop systems to ensure country income is forecast accurately
- Budgeting/Budgetary control
  - Lead the development of budgeting guidelines and processes for the organisation
  - Coordinate the annual planning and budgeting processes for the organisation
  - Lead on the budgeting and forecasting for in-country income and external donor proposals
  - Review actual expenditure, interpret and analyse actual results against budgets, and feedback to budget holders with advice and recommended actions
  - Maintain a spreadsheet of contracts reflecting compliance requirements, reporting and cashflow timelines, and monitor the same
- Reporting
  - Lead the consolidation of financial information and provide management accounts with analysis to support financial decision-making across the organisation
  - Generate financial reports for the board meetings, statutory requirements, and external donors
  - Lead the financial year end processes; ensure timely submission to donors, statutory bodies, Board, and relevant WaterAid units/teams
- Audit
  - Facilitate and co-ordinate the external and internal audit
  - Lead the development of action plans based on both external and internal audit recommendations and monitor progress on achievements
  - Coordinate donor audits
- Partner monitoring
  - Facilitate assessments of partners' financial and administrative ability and assist in building their capacity to develop internal financial systems

- Co-ordinate and oversee the analysis of partner monitoring reports and make recommendations based on them
- Report to Chief Executive Officer on status of existing partners' financial controls and risk assessment
- Value for money
  - Lead the specification, selection, and implementation of accounting processes and systems to ensure they meet WaterAid's financial management needs in a cost-effective manner
  - Promote value for money as part of the organisational culture making economy, efficiency, and effectiveness as an integral part in its operations

#### Information & Technology

- Oversee the IT function across all offices, and ensure that all protocols and procedures, along with adequate leveraging of technology for enhancement of workplace productivity

#### People management:

- Lead, manage, motivate, and develop team members in order to maximise their contribution to the team, organisation, and their own professional development
- Manage the performance and development of staff to create and maintain an effective, motivated team

### 5. Eligibilities and requirements

- Education
  - Qualified Chartered Accountant
- Experience
  - Between 7-10 years of senior management experience in similar organisational/functional context
- Other specifications
  - Experience of developing and using accounting packages
  - Experience in training and development role, and in developing capacities of teams
  - Knowledge of international donor reporting requirements
  - Experience in risk analysis and risk management
  - Excellent planning and prioritisation skills
  - Ability to think strategically
  - Excellent (proven) interpersonal and both oral and written communication skills
  - Strong analytical/problem solving skills
  - Able to work effectively in a diverse team environment

#### Application Process

- To apply please download the attached application form. Kindly note that ONLY applications submitted on WaterAid's standard application form will be considered.
- Please mention position and location in the subject line "Director Finance & IT".
- Please save the application form with your name and position, you have applied. Completed applications should be sent to [waindhr@wateraid.org](mailto:waindhr@wateraid.org).
- Closing date: 21 February 2018.

- Applications are being considered on rolling basis.
- Only Shortlisted candidates will be intimated of the interview.

WaterAid is an equal opportunity employer; women and the differently abled are particularly encouraged to apply.