

## Job Description

Job code:

Job Title:	FINANCE BUSINESS PARTNER (EXTERNAL)			FBP
Directorate:	External Finance	Job Family:	Programme	
Reports to:	Manager, Finance Compliance (External)	Grade:	FIN-02	
Location:	Head Office with regular travels to the field and internationally as required			
Role Overview				
<p>Being a member of relevant technical working group(s), the Finance Business Partner (External) provides technical support to ensure the quality and compliance of financial management at assigned AAV’s Program and Projects in charge as well as all financial resources are being well managed and properly used in line with the policies and procedures of AAV.</p> <p>He/she also provides technical advice/supports for other departments/staff and all activities of Programme/ Projects in charge by him/her to ensure all financial resources are being well managed and properly used in line with the policies and procedures of AAV.</p> <p>He/she has right to reject payments/ expenditure that do not follow AAV’s financial policies and approved budget of project/programme.</p>				
Role Accountabilities				
Key Accountabilities/ Responsibilities:	Activities			
[1] Compliance	<div>1. Manage finance and accounting-related system at Local Rights Programme (LRP) level and project.</div> <div>2. Check and review and verify Financial Advance Request (FAR)/ reports at LRP level in charge to ensure well prepared and timely</div> <div>3. LRP and Project’s Budget in charge are facilitated, reviewed, and consolidated in compliance with AAV’s guidelines and templates</div> <div>4. Positive support is provided to internal and external auditors</div> <div>5. Partners’ financial data in charge is quarterly reconciled</div> <div>6. Ensure budget holders of LRP/projects in charge are provided regular data update and proper analysis.</div> <div>7. Provide monthly assessment of LRP/projects financial status.</div> <div>8. Checks and trains/guides LRP’s accountants in finance management.</div> <div>9. Participates in Projects and LRPs Proposal, budget &amp; Plan process.</div> <div>10. Utilize internal system and other tools to ensure all AAV’s Finance Management Policies and Procedures Manual (FMPPM) and donor’s requirement is complied.</div>			
[2] Analysis	<div>11. Ensure budget holders of LRP/projects are provided regular data update and proper analysis</div> <div>12. Provide monthly assessment of LRP/projects in charge financial status</div>			
[3] Development	<div>13. Participates in Projects in charge and LRPs Proposal, budget &amp; Plan process.</div> <div>14. Support Manager, Finance Compliance in checking and training/guiding LRP’s accountants in charge in finance management.</div>			

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<b>[4] Corporate Responsibilities</b>	15. Financial support to AFV is ensured for the implementation of joint works between AAV and AFV. 16. Other tasks as assigned by line manager are well performed.
<b>Key Relationships to reach solutions</b>	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
<ul style="list-style-type: none"> <li>AAV Staff</li> </ul>	<ul style="list-style-type: none"> <li>AAV's assigned partners, Auditors</li> </ul>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>University degree in finance and accounting or relevant field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 3 years of working in the similar position or relevant fields.</li> <li>NGO/Project working experience is preferable</li> </ul>
<b>Technical knowledge/skills</b>	<ul style="list-style-type: none"> <li>International accounting, particularly charity accounting</li> <li>Accounting software</li> <li>Accounting document reviews kills</li> <li>Program activities</li> <li>Expertise in Financial reports and financial monitoring skills</li> <li>Intermediate level of English</li> </ul>
<b>Others</b>	<b>Adherence to:</b> Human Rights Based Approach Poverty and injustice eradication Gender equality

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipate proactively from staff. Other tasks may be assigned as necessary according to organizational needs

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility

Prepared by  
HR Department

Signature

Date:

Approved by  
Executive Director

Signature

Date:

Accepted by  
Name of Staff

Signature

Date: