

Terms of Reference

Finance Officer

Designation/Title	Finance Officer
Reporting	Under the overall direction of the WFA Director Finance, Compliance and Operations
Direct Reporting	Finance Manager
Reporting Area	All matters relating to Finance
Direct Reports	None
Works closely with	Finance, Operations and Compliance team & Grants Strategy team
Location	Colombo, Sri Lanka / New Delhi, India

Summary of the Role

Responsible for accounting and bookkeeping, due diligence in grantmaking and grants management, ensuring a smooth process of fund disbursement and payments, updating management information systems and providing support for other tasks related to the financial management of WFA.

This TOR also serves across Women's Fund Asia Limited (WFAL), which is an Australian registered entity and its administration, governance, and operations will be taken care of by the Executive Team of WFA.

Responsibilities

1. Finance and Accounts

- a. Undertake all accounting work, including book-keeping and journal maintenance for all three registered entities.
- b. Update the Management Information System (MIS).
- c. Provide support for preparing budget reports to donors.
- d. Carry out financial due diligence in grant-making and management.
- e. Responsible for managing internal and external audits through financial filing and maintenance of vouchers
- f. Support internal and external audits through financial filing and maintenance of vouchers.
- g. Monitor the implementation of the finance manual and recommend changes to the manual to ensure its relevance and usefulness.
- h. Assist in developing contracts, filing and maintaining relevant documents, and carrying out follow-ups required in terms of budget expenditures, comments for grant evaluation etc., to ensure timely disbursement to grantee partners.

- i. Process invoices and follow up with clients, suppliers and partners as needed.

2. Organisational Processes & Management

- a. Manage and support consultants and interns as needed, providing regular feedback on performance relative to WFA's overall outcomes.
- b. Contribute to the planning of day-to-day activities related to finance.
- c. Participate in staff meetings and cross-functional work-teams as required.
- d. Contribute to the overall financial management of responsible projects and adhering to financial policies and procedures.
- e. Other duties as assigned.

Knowledge & Skills Required

1. Full or part qualification in accounting and finance; courses or certificates in book-keeping and/or accountancy for non-profit organizations an asset.
2. Minimum 5 years experience in accounts management, including handling internal and external audits.
3. Financial management acumen; knowledge of accounting standards, procedures and protocols.
4. An understanding of and commitment to WFA's mission.
5. Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
6. Excellent project management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines.
7. Ability to work independently and be self-motivated.
8. Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
9. Able to travel locally and regionally.

Terms and Conditions

1. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued. Ability to join immediately is required (within a month of the offer email).
2. The remuneration for the position is as per organisation standard. The remuneration will be commensurate with work experience and skills. The taxes will apply as per the laws of the land where WFA has its registered offices.
3. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be concluded by a notice of 22 working days or salary of 22 working days in lieu of notice.

4. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
5. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
6. The organization has zero tolerance to sexual harassment at the workplace; as well as any form of discrimination on any grounds, including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates. The impact of sound judgement, decision-making, and management/leadership in this job function is of utmost importance to the organization and its overall ongoing success.