

Terms of Reference

Senior Finance Officer

Designation/Title	Senior 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 Reportee	Finance Assistant
Works closely with	Finance, Operations and Compliance team All Program Associates
Location	Office Location-Colombo

Overview of Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights. The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018.

Summary of the Role

Responsible for the smooth functioning of the finance operations of the organisation. This involves ensuring the maintenance of accounts in line with relevant standards and compliance requirements, institutional and grant audits, controls and processes, providing finance-related inputs on all processes to staff, financial due diligence in grant-making and management, developing institutional and donor budgets and maintaining the Management Information System (MIS).

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. Financial Management

- a. Supervising and attending to day-to-day accounting and finance-related functions and processes and ensuring up-to-date maintenance of accounts, and periodic reporting for all three WFA registered entities.
- b. Implementation of financial policies, systems, procedures, and ensuring internal controls are up-to-date, relevant and in place.
- c. Ensure the Management Information System (MIS) is updated to provide timely reports to DFCO and SMT.
- d. Maintain complete and accurate accounts of the organisation, ensuring high standards of transparency, accountability, financial ethics and integrity
- e. Ensure the availability of up-to-date information to enable the development of strategies, risk analysis and mitigation work.
- f. Provide updated information to develop and monitor contracts with donors and grantees
- g. Maintain and oversee financial transactions with donors and grantees,
- h. Prepare budgets, fiscal reports, and carry out regular checks on grants made and received, and ensure that all contractual obligations are met
- i. Ensure the provision of timely information and support for the annual institutional and grant audits.
- j. Maintain proper inventory of assets and ensure protection and custody of the organisation's assets
- k. Ensure accurate account coding and entry to the accounting system
- l. Monitor the implementation of the finance manual and recommend changes to the manual to ensure its relevance and usefulness.
- m. Supervise smooth running of the payment process, filing and maintaining relevant documents including proper backup process.
- n. Maintain financial records of each programme via management reports, and ensure timely and accurate financial statements are prepared in accordance with contract agreements with funders.
- o. Support in cash flow and investment planning
- p. Support in ensuring compliance with all regulatory requirements and internal processes and control



2. Payroll and HR Related Payments

- a. Manage functions to ensure that staff are paid in a timely and accurate manner
- b. Assist in the submission of statutory remittances on time.

3. Organisational Processes, Management and Leadership

- a. Support the Finance Team, providing regular feedback on performance related to WFA's overall outcomes.
- b. Work with the team to provide support in programmatic, human resource, financial and compliance issues as they arise.
- c. Manage and support the Finance Officers and Assistants by providing regular feedback on performance
- d. Lead the planning of day-to-day activities related to accounting, bookkeeping and record keeping.
- e. Participate in staff meetings and cross-functional work-teams as required.
- f. Other duties as assigned.

Knowledge & Skills Required

1. Member/ Passed finalist/ has passed up to the final section of a recognized professional body (e.g. Chartered Institute of Accountants, Chartered Institute of Management Accountants, Association of Chartered Certified Accountants).
2. Minimum of 5 years experience in financial management. Experience in the not-for-profit sector is an advantage.
3. Strong financial management acumen; knowledge of accounting standards, procedures and protocols, budget administration and financial forecasting, analysis and reporting preferably in a multi-donor environment requiring different reporting standards.
4. Leadership skills, with a minimum of two years of supervisory/personnel management experience.
5. An understanding of and commitment to WFA's mission.
6. Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
7. Excellent project management skills with attention to detail and ability to multitask, capable of managing competing priorities, and meeting deadlines.
8. Ability to work independently and be self-motivated.
9. Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
10. 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 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 a 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 leave 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 for 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.