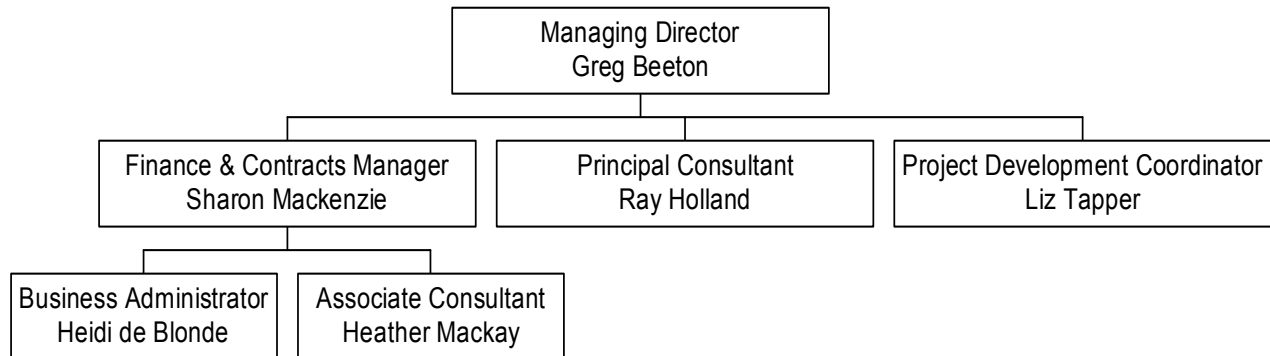


JOB SPECIFICATION

JOB TITLE: Finance & Contracts Manager
UNIT: Intermediate Technology Consultants (ITC)
GRADE: B
RESPONSIBLE TO: Managing Director, ITC



JOB PURPOSE: To ensure that ITC contributes effectively to ITDG's overall mission through the growth and quality of its consultancy and research.

To contribute to the achievement of ITC's business strategy and plan to deliver sustained profitability of the business in line with ITDG's vision and values.

To ensure that all aspects of financial and contractual management within ITC are effective and efficient and support the business operations.

To achieve specific targets for billable work for ITC through the management and administration of consultancy contracts.

To effectively line manage and provide direction to the Business Administrator in ITC.

JOB FUNCTIONS AND RESPONSIBILITIES

Responsibilities to the Managing Director include:

Strategy and Planning

To contribute, support and deliver an effective, commercially sustainable business strategy for ITC that delivers ITC's financial and non-financial objectives.

To be accountable for the production of regular management reports on all aspects of ITC's progress against targets to the ITC board.

Leadership and Teamwork

To provide advice and direction to ITC staff, undertake training and development opportunities and contribute to team building activities that enable the development of transparency and trust.

To provide direction to ITC Business Administrator, in the setting of targets, plan/prioritise workload, to meet the demands of the business and ITC team.

To draw up regular work plans and targets with the Managing Director of ITC.

Management and Finance

To ensure the smooth running of ITC through the development of efficient IT, financial and project management systems and effective communication.

To develop and implement an effective financial management information system through:

- Developing a budget and delivering to the profit agreed with the ITC board
- Ensuring the effective financial management of all projects
- Developing a culture in which ITC staff are commercially aware and meet utilisation targets.
- The production of monthly management accounts and contract expenditure reports
- The preparation and contribution to business and contract Annual Audit Accounts
- Monthly invoicing, Sales Ledger and working capital management
- Compliance with ITC Delegation of Authorities and implementation into ITC working practices.
- Developing and implementing Service Agreements and Consultancy Guidelines within ITDG.

Contract Management

Responsible for ITC adherence to ITC Delegation of Authorities in the processing of client contracts.

Approval and tracking of ITC sub contractor contracts and amendments.

Manage short and long term consultancy contracts where internal and external consultants are employed. This includes sub-contractor and MOU issue, timely reporting/ invoicing and quality assurance.

Provide contract advice and support to projects managed by ITC managers and contribute to project proposals.

To achieve the agreed targets for billable consultancy work .

KNOWLEDGE, SKILLS AND EXPERIENCE

- Graduate in relevant subject i.e.; Finance/ Business Management
- At least 10 years relevant work experience
- Good interpersonal skills and confident communicator
- Proven financial knowledge and analytical skills
- Ability to prioritise under pressure and meet deadlines
- Proven contract management skills
- Knowledge and understanding of market opportunities in international development
- A client focused attitude and knowledge of marketing principles and practice
- Knowledge of small business management
- Computer literate

KEY COMPETENCES

Drive for Results

Seeks better ways of doing things, improves on status quo, creates energy and enthusiasm. Willing to take ownership to exceed expectations.

Decision Making

Takes timely decisions. Knows when to consult and when to proceed. Follows through on implementation. Communicates decision.

Knowledge Management

Able to synthesise information, learns and shares with others. Recognises value of sharing knowledge and takes personal responsibility for doing so.

Managing People

Provides clarity and direction to the team and delegates authority with responsibility. Is able to manage performance effectively. Solicits and values input from others.

Initiative

Able to respond effectively to the unexpected. Is biased towards taking action, having identified current or future problems or opportunities.

Teamwork

Works co-operatively with others as opposed to working separately. Is aware of issues that may affect the work of others. Shares ideas and information to find the best way.

Planning and Organising

Is able to prioritise effectively. Is able to build alternative actions into plans. Reviews priorities. Is able to gather and deploy resources effectively.

Self Motivation

Takes responsibility to ensure commitments are met. Achieves objectives despite frustrations. Is aware of strengths and limitations.