Role profile

FINANCE & SERVICES MANAGER
ZIMBABWE
ABOUT US

We are an international development organization putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve the aims:

- Analyse the root causes of poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.
OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary change-making organization

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organizations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
Our Vision:
Practical Action’s vision is of a world that works better for everyone.

About the Role:
The post-holder will be responsible for providing finance strategic leadership and take responsibility for finance activities within Zimbabwe. This will be achieved by ensuring the sound financial management and internal controls, to operate according to the group’s financial management framework and reinforce effective program delivery. The role reports to the Country Director with a matrix line to the Head of International Finance.

<table>
<thead>
<tr>
<th>Title</th>
<th>FINANCE &amp; SERVICES MANAGER</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Country Director</td>
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<td>Matrix Line</td>
<td>Head of International Finance</td>
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<tr>
<td>Direct reports</td>
<td>Finance Team in Zimbabwe</td>
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<tr>
<td>Location</td>
<td>Harare - Zimbabwe</td>
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<tr>
<td>Duration</td>
<td>2 Years (Fixed Term)</td>
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<tr>
<td>Grade</td>
<td>TBA</td>
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<td>Travel</td>
<td>Occasional international travel may be required</td>
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Accountabilities:
The Finance & Services Manager will be accountable to deliver the following tasks in contribution to the country office senior management main objectives;

KEY ACCOUNTABILITIES:

Strategy and leadership
- Contribute to the development of the strategic plan for Zimbabwe and develop and maintain appropriate and effective financial strategies, plans and policies to support the strategic plan.
- Develop and maintain effective working relationships with other SMT members to understand their financial support requirements, co-ordinate appropriate responses and ensure implementation of finance policies and support them in preparation of plans, budgets and reports.
- Lead process change across multi-functional teams to improve value for money within the organisation.
- Participate in SMT meetings and provide strategic input and advice in monitoring and evaluating financial operations across the Country office.
- Provide sound and timely advice to the Country Director on all matters with financial implications to the Country Office to enable effective decision making and manage risk.
Financial Policies and risk management
- Develop, implement and maintain financial management and procurement procedures, risk assessments and control measures to manage and monitor across the country office and to ensure compliance with Practical Action’s group overall policies, generally accepted accounting standards external donor requirements and national laws and regulations, identifying corrective measures as required.
- Develop and implement procedures for assessing the value for money that Practical Action obtains in all its activities to identify cost savings and ensure financial efficiency and value for money principles are an integral part of the programme activities.

Planning, Budgeting and Forecasting
- Coordinate country level budgeting process and lead the financial forecasting process to produce relevant, accurate and timely financial forecasts across the country office. Ensure financial plans and reports are aligned with donor budgets
- Consolidate financial information and provide country level narrative for management accounts to support financial decision-making.

Restricted Fund management
- Maintain oversight of the country programme funding position.
- Review of all restricted funding applications to ensure the budget reflects realistic operational plans and support costs are being sufficiently recovered. Ensure the preparation of client invoices, donor financial reports, relevant reconciliation, relevant audits are completed accurately, on time and submitted as appropriate.

Financial Reporting and Audit
- Leads the preparation and submission of a full set of financial statements and responses to management letter issues, providing interpretation of specific notes and articulating variances to previous years.
- Facilitate and co-ordinate both internal and external audits and lead the development and implementation of action plans based on audit recommendations, monitoring progress on achievements.

Treasury and tax
- Monitor overall liquidity, set appropriate petty cash levels and manage bank accounts operated by the Country Office to ensure prudent operations.
- Actively manage foreign currency balances, exchange rate exposure, debtors, partner balances and supplier terms to minimise working capital requirements. Forecasts multi-currency cash flows.
- Keep up to date knowledge of taxation laws and future changes in the taxation environment and their implication for Practical Action. Advise internal stakeholders on taxation and most appropriate taxation structure.
- Ensure that all statutory and non-statutory deductions are made properly, promptly and are remitted to the respective authority as required by law.

Liaison:
- Liaise with the international/group finance function on all financial matters and ensure that the Country Office is kept abreast and informed of financial developments within the Group.
- Liaise with field offices and staff on all financial and administrative matters.
- Maintain a professional image for the Country Office when dealing with suppliers, NGOs, Government and any other external agencies or organisations.

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• Carry out additional tasks as may be requested by the Country Director.
• While maintaining responsibility to the Country Director, ensure that close liaison is maintained with the International Finance function, people and culture function, fundraising colleagues and members of the senior leadership team.

Services
• Oversee the management and administration of IT and Procurement services.
• Ensure Practical Action and donor’s procurement procedures are adhered to at all times.
• Maintaining and manage supplier contracts database.
• Line manage, coach and mentor Finance Officer, IT Administrator, Procurement and Admin Officer roles to ensure high standard performance.
• Develop and maintain effective working relationships with all teams, ensuring an integrated approach, mutual learning and effective use of resources.
• Conduct quarterly People Management conversations with line manager and staff under your supervision.

Other
• Any other duties commensurate with the level and grade of the role which may from time to time, reasonably be requested by the line manager.

Person Profile:

| Skills, Abilities and Competencies | - Recognized academic and professional qualifications and experience.
|                                  | - Proven senior and line management skills.
|                                  | - Trends and developments within the thematic area of work.
|                                  | - Outstanding communication and reporting skills, across the organization and with donors and stakeholders at the highest level.
|                                  | - Partner and stakeholder engagement and relationship management.
|                                  | - Proactive with a high team spirit and ability to work with colleagues at different levels.
|                                  | - Expertise with financial management, and monitoring expenditures.
|                                  | - Excellent (proven) interpersonal communication skills (both oral and written).
|                                  | - Highly numerate.
|                                  | - Ability to think strategically with excellent planning and prioritization skills.
|                                  | - Strong analytical/problem solving skills.
|                                  | - Successfully leading, managing, building high performing teams and developing capacity in professional finance teams.
|                                  | - Self-Motivation: Taking responsibility to ensure commitments are met and achieve objectives despite problems and frustrations;
|                                  | - Creative and proactive.
|                                  | - Able to work effectively in a diverse team environment.
|                                  | - Good motivator of self and others.
|                                  | - Willing to work additional hours at crucial times.
|                                  | - Willing to travel at short notice nationally and internationally.
|                                  | - Personal integrity.
|                                  | - Commitment to Practical Action’s working culture (inspiring, dynamism, connectedness, learning, creativity, getting the job done)
|                                  | - Outcome focused.
|                                  | - Gender & culture sensitive.

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How to Apply:

Email a 2 page CV along with names of at least three professional references to The People and Culture Manager at: Human.Capital@practicalaction.org.zw Include a supporting statement of not more than one page outlining your experience. Only short-listed candidates will be called for the next steps.

- “We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as race, religion, ethnic or national origin, caste, tribe, belief, age, marital status, pregnancy, caring responsibilities, sexual orientation, or disability.

- Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks including criminal checks and terrorist financing.”

- The successful applicant must have the pre-existing right to live and work in Zimbabwe.

Deadline for applications is 23rd March, 2022.