

Job Profile

DFID Job Profile

Finance Analyst



DG:COUNTRY PROGRAMMES

Grade: B1

Duration of Contract: The successful candidate will be awarded 3 year contract which includes a 6-month probation period.

Functional Area : Programme Managemnt , Finance

Reporting to: Finance Manager (FM) , Corporate and Programme Excellence Team (CPET)

HCS/SAIC/either: Staff Appointed In Country (SAIC)

Security Clearance Required: Baseline Personal Security Standard

Location: New Delhi, India

Purpose of Job	<p>To support the Corporate and Programme Excellence Team (CPET) Finance Manager (FM) in delivering assurance to the AsCOT Directorate on the financial position and current performance of AsCOT's small offices so that effective action is taken on a timely basis.</p> <p>In providing regular, robust financial information and detailed analysis to AsCOT, relevant Country Heads, the Finance Manger and central finance, the role will be important in providing and embedding high quality financial management throughout the operational business.</p>
Key Accountabilities and Responsibilities	<ul style="list-style-type: none"> • Lead in the extraction, consolidation and quality assurance of key financial information and analysis, particularly around spend, budgets and forecasts. Support the Finance Manager in preparation of additional finance information, e.g. thematic pillar reporting, ODA and pipeline analysis. • Facilitate regular challenge meetings with local budget holders/managers and provide regular support to promote accountability, help ensure VFM is delivered and enhance financial understanding. • Assist the Finance Manager in improving local finance awareness and capability. Provide support to local staff in planning and discharging their financial responsibilities and in interpreting partner reports/evidence. • Assist in resource budget bids and in-year adjustments, appreciating the link between resource allocations and results. • Support the FM in the preparation of corporate returns, such as projected outturn, accounting packs, large cash payment forecasting (by providing funding estimates), budget transfers and prepayments & accruals; and post associated journals. • Support the FM in the communication and delivery of corporate policies and initiatives such as <i>Finance For All</i>. • Develop an understanding of external partners to raise awareness on counter fraud, corruption and leakage risks, including assistance in interpreting the due diligence framework. • Support programme staff and Advisors on financial aspects of programme design and implementation and on-going monitoring and reporting, through engagement and effective challenge. Support the FM in priority work areas, such as partner portfolio and payment structures and mapping of delivery chains. • Contribute to the maintenance and strengthening of the internal control environment to mitigate risks by performing reconciliations, supporting compliance with key finance and highlighting control weaknesses identified in processes. Contribute to the effective preparation for audit and compliance visits and assist in the delivery of recommendations.
Qualification, Skills and experience	<p>The skills and experience required in this role are based on the GFP Gateway Standards:</p> <p>Qualification</p> <ul style="list-style-type: none"> • A member of one of the five Consultative Committees of Accounting Bodies (CCAB) i.e. ACCA; CIPFA, ICAEW; ICAI or ICAS; or CIMA; or an equivalent a European or international body or a part-qualified accountant who is actively studying towards full membership of one of the above professional bodies and who is committed to completing their qualification in the next 24-36 months or someone who has undergone a period of equivalent structured training and accreditation in a specialist area of finance. <p>Skills & Experience</p>

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	<ul style="list-style-type: none"> A minimum of 3 to 5 years working experience in financial management field in development sector. Demonstrates awareness of principles of corporate governance. Has practical skills in one or more area of: management accounting and cost analysis, investment finance, treasury management, planning and budgeting and financial accounting. Is aware of financial policy in these areas and can provide some advice and guidance to others. Understands different financial planning and budgeting techniques. Understands principles of risk management and the financial evaluation of risk. Understands investment appraisal techniques and analysis in support of decision-making. Can contribute to evaluation of practical investment and spending options and make recommendations; balancing risk and value for money in contributing to the development of sound business cases. Can provide basic accounting advice and analysis to business managers and make contributions to business strategies. Contributes to the development of systems and processes to meet business needs and user requirements. Can present financial information clearly both verbally and in writing to support organisational decision-making.
Ways of Working	<p>The post is located in the AscOT Corporate and Programme Excellence Team (CPET) in Delhi, and supports the CPET Finance Manager. The CPET team is based in Delhi to ensure regular interaction with teams within the same time zone. The following ways of working are required:</p> <ul style="list-style-type: none"> Independence and objectivity: To have a balanced point of view and be confident enough to express it. Self-belief and awareness: A belief in the value of Finance as a critical business function, and in their personal ability to strengthen financial management in DFID. Evidence of being able to reflect and continually improve personal style. Able to adapt style in influencing. Knowing the business: The ability to quickly develop a sound knowledge and understanding of the business, its partners and its strategy and the ability to communicate in business terms. Relationships: The ability to build and manage relationships with colleagues, management and external stakeholders. Resilience: A clear focus on delivering business outcomes and ability to successfully manage challenges. <p>In addition, the role requires:</p> <ul style="list-style-type: none"> Excellent ability to work across cultures, time zones and disciplines with a wide range of stakeholders Excellent ability to work with teams remotely An excellent eye for detail Strong communication skills Ability to work at pace across multiple work streams Strong people skills
Additional Notes	<p>Asia, Caribbean and Overseas Territories Overview</p> <p>AsCOT covers a hugely diverse set of countries, contexts and development relationships, many of which are strategically important across HMG and to the Global Britain agenda. This includes: large scale bilateral programming in countries such as Bangladesh and Nepal, and in fragile and conflict affected countries, including Afghanistan, Burma and Pakistan; transitioning development partnerships in India and China focused shared UK and country prosperity; joint-HMG work on climate change in Indonesia; and work through the good governance fund in Ukraine and Balkan states. AsCOT also covers programming to meet the reasonable assistance needs of the UK overseas territories, and programmes that work regionally to support inclusive growth, security and climate change resilience in the Caribbean, Central Asia and across Asia more broadly. The division has 14 country offices (almost all co-located with the FCO), and teams based in Whitehall and East Kilbride. Projected spend for 2016/17 totals £1.2 billion in programme funds.</p> <p>The Corporate and Programme Excellence Team</p> <p>DFID expects the same standards for all offices on issues such as risk management, results, value for money, commercial capability and programme delivery.. AsCOT is establishing a new corporate and programme excellence team (CPET) to support AsCOT's smaller offices (Asia Regional, Caribbean, Central Asia, China and Indonesia) to deliver to the highest standards on these critical agendas. The six-person team will drive up small office standards on: financial management and forecasting; risk; value for money, programme delivery and results. The team will be based in Delhi, to ensure strong interaction with country teams who are in similar time zones. We are looking for an experienced, motivated finance analyst who is passionate about supporting teams to deliver to the highest standards.</p>

Civil Service Competencies

Applicants will be expected to demonstrate relevant civil service competencies at level 3. The selection process will be looking for evidence against each competency.

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Generic Competences - top 6 civil service and international competencies	Refer to Civil Service Competency Framework In this Job, this means...
1. Collaborating and Partnering	Create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Civil Service to help get business done. At all levels, it requires working effectively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.
2. Leading and Communicating	At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.
3. Managing a Quality Service	Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery.
4. Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.
5. Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.
6. Changing and Improving	People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it's about being open to change, suggesting ideas for improvements to the way things are done, and working in smarter, more focused ways.

To Apply	<ul style="list-style-type: none"> Completed DFID Job Application Form and up to date CV should be sent to AsiaHRHubRecruit@DFID.gov.uk. Please note applications without the DFID Job Application form and CV will not be considered. While applying for the position the Subject header should read as – B1 Finance Analyst (Reference ID: FAB1PK-GC027IN). All applications need to have Reference ID in subject line of their email. Late applications <u>will not</u> be accepted. To access DFID Job Application form and Competency Framework, please visit the link below: https://www.gov.uk/government/world/organisations/dfid-india/about/recruitment The appointment will be subject to Police Verification and other checks including references, educational and professional and medical clearance. No accommodation or relocation expenses are payable in connection with this position. You must have or be able to obtain work authorization for India in order to apply.
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Salary Range and Benefits	<ul style="list-style-type: none"> The appointment will be under local terms and conditions and subject to security clearance. The salary range for B1 grade is INR 9.85 – 13.78 Lakh p.a. The successful candidate will be offered a starting salary within this range commensurate with their qualifications and experience. The British High Commission offers a good working environment and, as a preferred employer, DFID offers broader benefits beyond the financial compensation which include: <ul style="list-style-type: none"> The opportunity to grow in an intellectually stimulating environment. Professional development opportunities for Learning & Development. Opportunity for work life balance and flexible working arrangements including annual leave, compressed work week and compensatory time off for travel. Comprehensive medical and accident insurance. Become part of the British Government overseas with access to career opportunities across all of our operations in India and further afield. Working in an international environment.
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Last date for receiving applications	19th March 2017, 23:59 hours (IST)
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