

DFID-India Job Profile

## Finance Manager



<b>Functional area:</b> PROGRAMME MANAGEMENT	<b>Grade:</b> A2
<b>Duration of Contract:</b> The successful candidate will be awarded an open ended contract which includes a 6-month probation period.	<b>DG:</b> COUNTRY PROGRAMMES
<b>Reporting to:</b> Corporate and Programme Excellence Team Leader	<b>HCS/SAIC/either:</b> Staff Appointed In Country (SAIC)
<b>Security Clearance Required:</b> Baseline Personal Security Standard	<b>Location:</b> New Delhi, India

<b>Background</b>	<p><b>Asia, Caribbean and Overseas Territories Overview</b></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><b>The Corporate and Programme Excellence Team</b></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 manager, with strong knowledge of DFID's corporate and programme systems who is passionate about supporting teams to deliver to the highest standards.</p>
<b>Purpose of job</b>	<p>To lead on effective financial management across AsCOT's small offices and as part of a network of Finance Managers within the Directorate.</p> <p>To provide regular, robust financial information, detailed analysis and business insight to the AsCOT Director's Office and the Finance Business Partner to support effective planning and decision making.</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>Accountable for the operation and continuous improvement of key finance processes to generate quality timely and accurate performance reports, analysis and recommendations to facilitate effective decision making.</li> <li>Conduct challenge meetings with senior local budget holders/spenders and promote accountability and VFM to contribute to the production of better forecasting and variance analysis.</li> <li>Lead on corporate finance returns such as local Resource Allocation Round submissions, interim and year end accounting packs, refresh of the Operational plan and local implementation of 'Finance For All' and other corporate initiatives/policies.</li> <li>Prepare and support local scenario based forecasts, taking into account risk, probability and contingency planning and support management of pipeline and pre-pipeline budgets in year and across future years.</li> <li>Lead on the maintenance and strengthening of the internal control environment to mitigate risks, by ensuring compliance with key finance processes, highlighting control weaknesses identified and making associated recommendations for improvement. Support internal and external audits the delivery of associated recommendations relating to finance and control.</li> <li>Support Programme Managers and advisors on financial aspects of programme design (including risk mitigation, particularly around counter fraud, corruption and leakage), implementation, planning &amp; forecasting, monitoring, reporting and delivery of results and maintain regular engagement with third</li> </ul>

	<p>parties, contractors, NGOs and UN Agencies. Work with programme teams and results advisors in aligning results and resources.</p> <ul style="list-style-type: none"> <li>• Provide financial support to Results Advisors and Commercial Advisors, e.g. on contract negotiations and delivery chain analysis.</li> <li>• Provide financial input and contribution to enhance business case quality and value for money through advice and challenge, both locally at the design stage and through quality assurance work undertaken as an active member of the finance cadre.</li> <li>• Improve the standards of financial awareness and financial management locally, for example by providing support in undertaking due diligence and fiduciary risk assessments and in understanding and interpreting management information, partner evidence and accounting standards and explain rationale to non-finance staff.</li> <li>• Lead, manage and develop one Finance Analyst within the AsCOT Corporate and Programme Excellence Team (CPET), as well as five finance offers across the AsCOT small offices to deliver operational finance duties and support strengthened financial management locally.</li> </ul>
<b>Ways of Working</b>	<p>The post is located in the AsCOT Corporate and Programme Excellence Team (CPET). The post is based in Delhi to ensure regular interaction with the Asian country offices, and is also part of a larger network of Finance Managers and of DFID's finance cadre.</p> <p>The post is embedded and line managed in AsCOT with a dotted reporting line to the Finance Business Partner. This means delivering local objectives to agreed business outcomes, and to technical objectives as directed by the Finance Business Partner. In practice, this means day-to-day line management of the post will be carried out within AsCOT; with professional oversight and performance moderation from the Finance Business Partner.</p> <p>The role requires:</p> <ul style="list-style-type: none"> <li>• Excellent ability to work across cultures, time zones and disciplines with a wide range of stakeholders</li> <li>• Excellent ability to work with teams remotely</li> <li>• Work at a strategic level with Heads of Office and senior management</li> <li>• An excellent eye for detail</li> <li>• Strong communication skills</li> <li>• Ability to work at pace across multiple work streams</li> <li>• Strong management and people skills</li> </ul>
<b>Qualifications, skills and experience</b>	<p><b>The skills and experience required in this role are aligned to the GFP Gateway Standards:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate degree from a recognised university in a relevant discipline, eg. MBA- Finance, Accounting, corporate finance, or any other similar structured training programme in investment finance or treasury management etc.</li> <li>• At least seven years' relevant work experience in a advisory/management position involved in improvement of key finance processes, lead on effective financial management and corporate finance returns, forecasting and variance analysis, risk management - probability and contingency planning etc</li> <li>• A member of one of the five Consultative Committees of Accounting Bodies [CCAB] i.e. ACCA; CIPFA; ICAEW; ICAI or ICAS; or CIMA; or a European or international equivalent qualification; or someone who has undergone a period of equivalent structured training and accreditation in a specialist area of finance (e.g. investment finance or treasury management).</li> <li>• Complies with the CPD requirement of their professional accountancy body.</li> <li>• Demonstrates understanding and application of sound principles of corporate governance.</li> <li>• Has practical skills in one or more area of management accounting and cost analysis, investment finance, treasury management, planning and budgeting and financial accounting. Can set and interpret financial policy in these areas and, combining this with sound business knowledge, is able to provide advice and guidance to others.</li> <li>• Understands different financial planning and budgeting techniques and their application in different contexts.</li> <li>• Has understanding of and can apply principles of risk management and the financial evaluation of risk.</li> <li>• Understands and can apply investment appraisal techniques and analysis in support of decision-making.</li> <li>• Evaluates viable investment and spending options objectively and identifies optimal courses of action; balancing risk and value for money in the development of sound business cases.</li> <li>• Is able to play a key role in assessing the implications of contracts with suppliers of financial services.</li> <li>• Provides accounting advice, analysis and scrutiny to support business managers in complex situations and contributes to future business strategies.</li> <li>• Develops systems and processes to meet business needs by clearly interpreting user requirements.</li> <li>• Able to lead and manage a team of professional staff and develop their professional and</li> </ul>

	<p>management capabilities.</p> <ul style="list-style-type: none"> <li>• Can present complex financial information clearly both verbally and in writing to support organisational decision-making.</li> </ul>
<b>General Civil Service Competences</b>	Refer to <a href="#">Civil Service Competency Framework</a> In this Job, this means...
Leading and communicating	Giving a clear sense of purpose and direction to the team and the leadership of small offices and the AsCOT Directorate
Collaborating and partnering	Actively building a network of colleagues across the small offices and headquarters
Delivering value for money	Promote and visibly demonstrate a culture of value for money
Seeing the big picture	Identify implications of Departmental and political priorities and ensure the plans of the small offices reflect these
Engaging internationally	Manage diverse team to deliver in the various country or regional contexts, embedding UK Government values and managing tensions between the global, UK and local context.

<b>Salary Range and Benefits</b>	<ul style="list-style-type: none"> <li>▪ The appointment will be under DFID India local terms and conditions and subject to security clearance.</li> <li>▪ <b>The salary range for A2 grade is INR 20.93 – 29.05 Lakh p.a.</b> The successful candidate will be offered a starting salary within one of these ranges commensurate with their qualifications and experience.</li> <li>▪ The British High Commission offers a good working environment and, as a preferred employer, DFID offers broader benefits beyond the financial compensation which include:</li> <li>▪ The opportunity to grow in an intellectually stimulating environment.</li> <li>▪ Professional development opportunities for Learning &amp; Development.</li> <li>▪ Opportunity for work life balance and flexible working arrangements including annual leave, compressed work week and compensatory time off for travel.</li> <li>▪ Comprehensive medical and accident insurance.</li> <li>▪ Become part of the British Government overseas with access to career opportunities across all of our operations in India and further afield.</li> <li>▪ Working in an international environment.</li> </ul>
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<b>To Apply</b>	<ul style="list-style-type: none"> <li>▪ Completed DFID Job Application Form and an up-to-date CV should be sent to <a href="mailto:AsiaHRHubRecruit@DFID.gov.uk">AsiaHRHubRecruit@DFID.gov.uk</a>. <u>Please note applications without the DFID Job Application form and CV will not be considered.</u></li> <li>▪ While applying for the position the Subject header should read as – <b>A2 Finance Manager (Reference ID: FMA2AG-GC0217IN)</b>. <i>All applications need to have <b>Reference ID</b> in subject line of their email.</i></li> <li>▪ Late applications <u>will not</u> be accepted.</li> <li>▪ To access DFID Job Application form and Competency Framework, please visit the link below: <a href="https://www.gov.uk/government/world/organisations/dfid-india/about/recruitment">https://www.gov.uk/government/world/organisations/dfid-india/about/recruitment</a></li> <li>▪ The appointment will be subject to Police Verification and other checks including references, educational and professional and medical clearance.</li> <li>▪ No accommodation or relocation expenses are payable in connection with this position.</li> <li>▪ You must have or be able to obtain work authorization for India in order to apply.</li> <li>▪ <b>Last date for receiving applications - Sunday, 19<sup>th</sup> March 2017, 23:59 hours (IST)</b></li> </ul> <p><b>Please note that only those applicants selected for interview will be contacted. Shortlisted candidates should be available in March/April for next stage of the recruitment process. The selection method will comprise of Paper Application Review, Written Assessment, Presentation and Interview.</b></p>
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