

## Job description: Senior Finance Manager

- **Reports to:** *Chief Operating Officer (COO)*
- **Direct reports:** *Currently 2 team members*
- **Time commitment:** *80%-100%*
- **Location:** *Flexible - preference for UK or Geneva*
- **Salary:** *UK based: annual gross salary ranges from 48'685.52GBP to 55'640GBP – Geneva based: annual gross salary ranges from 96'749.80CHF to 110'572.07CHF – final salary will depend on location, qualifications and experience*
- **Grade:** *D*

### 1. Background and Purpose:

CHS Alliance supports organisations meet their CHS Commitments to people affected by crisis. It is important therefore that the CHS is embodied in the way the CHS Alliance operates.

The Senior Finance Manager will manage a dedicated finance team, and work closely with the COO, the Executive Director and the Finance Risk and Audit Committee, to guide the financial management of the organisation, in line with best practice for the CHS.

### Main Duties and Responsibilities

#### Strategic finance

- Identify financial risks, evaluate and communicate them to CHS Alliance leadership, including recommended mitigation measures (such as cost saving opportunities)
- Drive planning for financial sustainability on a medium term basis
- Work with colleagues to support income growth, through effective financial support to donor relationships

#### Financial management

- Oversee, motivate and develop the CHS Alliance finance team
- Develop and oversee strong budgeting process, financial planning, regular forecasting and modelling
- Oversee organisation and programme-specific audits

#### Financial operations

- Lead the development and review of annual budgets together with the Senior Management Team
- Lead financial operations including financial management, cashflow, accounting, control and reporting

#### Financial governance, risks & reporting

- Develop, monitor, and update the CHS Alliance Finance policies
- Maintain a strong Internal Control System with relevant controls to mitigate financial risks
- Ensure that the Alliance meets due diligence requirements regarding financial obligations and aligns all policies and procedures with Swiss and, where relevant UK, legal requirements
- Support the CHS Alliance Treasurer, the Finance Risk and Audit Committee and the

Board in the finance and risk aspects of their governance responsibilities

- Oversee preparation of financial reports for internal and governance meetings (such as SMT meetings, Finance Risk and Audit Committee and Board meetings), and present at such meetings
- Design and deliver effective reporting tools to enable budget holders to manage their financial budgets and obligations – together with the support of the IT team.

### Business improvement operations

- Lead the development of innovative and flexible tools to enhance finance operations and/or simplify finance procedures – together with external support as needed.
- Support the COO on other financial projects as required
- Participate on other projects as CHS Alliance's needs evolve

## Person Specification

### Competencies

- **Delivering Results:** Dynamic and able to bring opportunities together to deliver results.
- **Inclusive:** Demonstrating understanding of gender, diversity and inclusion.
- **Creative thinking:** Curious about alternative or unconventional ideas/solutions.
- **Communicating:** Ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing.
- **Cultural Sensitivity:** Adaptable and sensitive to work in different cultural contexts.
- **Time Management:** Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines.

	Essential	Desirable
<b>Qualifications:</b>	Recognised qualification in finance or accountancy	Masters in economics, business administration, management or equivalent
<b>Experience:</b>	Significant experience in strategic financial management	Experience working with NGOs and/or the humanitarian sector  Experience working with donor organizations
<b>Knowledge:</b>	Expert knowledge of strategic finance, and the management of financial operations, governance, risk and reporting	
<b>Skills:</b>	Ability to manage, prioritise, organise, be precise and analyse	

<b>Languages:</b>	Fluent spoken and written English	Fluent spoken and written French
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the <a href="#">CHS Alliance Code of Conduct</a>. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.</li> <li>• Commit to the CHS Alliance values, vision and mission</li> </ul>	