



#### Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: [Tearfund's Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

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#### Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

Job Title	Finance Manager - Burkina Faso
Group	International
Team	Burkina Faso
Location	Ouagadougou
Responsible to	Country Director

### 1. Main purpose of the job

Finance Manager will be responsible for all aspects of finance management for Burkina Faso Country program in accordance with Tearfund policies and guidelines, and maintain a system of sound internal controls, mitigate risks of any probable financial loss and fraud, conduct budget analysis and finance reporting for various donors; and comply with statutory audit requirements as per the rules and regulations of the government of Burkina Faso. The person will ensure maintenance of financial accounting records, book-keeping, cash management, banking transactions, which are compliant with Tearfund standards and donor requirements.

### 2. Position in organisation

**The Finance Manager reports to the Country Director and matrix managed by the Regional Finance Lead. The role involves liaison with various team members such as Project Managers, HR, Regional Logistics Business Partner on logistics responsibilities and other Tearfund colleagues at all levels as well as members of the public and other external contacts.**

### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

### 4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

### 5. Scope of job

- Responsible for the day to day management of the accounting and financial records for the programme in Burkina Faso.

- Works alongside Burkina Faso Team, West Africa Region to make financial management decisions related to the partner projects, set up in the country finance system and procedures.
- Supervise the preparation, and submission for approval of the annual budget to Tearfund UK.
- Collate and coordinate finance reporting and compliance requirements for donors.
- Coach and build the finance capacity of staff of partner organisations in Burkina Faso.

## **6.1 Project / support function management**

- Assist partners in developing proposals (including budgets and activity schedules/plans) and subsequent revisions in accordance with Tearfund guidelines and, where necessary, external donor requirements.
- Maintain a set of complete and accurate financial records, including all relevant supporting documentation for each project; ensure digital copies of all the vouchers are saved in the Tearfund google drive.
- Overseeing the treasury management of the country operation including cash management.
- Monitor, and supervise the preparation of all interim financial statements/completion reports to donors to ensure compliance with contractual and legal requirements. Support partners in the preparation of financial reports where required.
- Support partners with all necessary financial management training and capacity building.
- Develop and integrate all Burkina Faso programme funding sources and expenditure into a single Burkina Faso programmatic budget and reporting system, updated monthly.
- Ensure the timely preparation and communication of monthly financial reports for Burkina Faso Leadership Team, providing them with meaningful financial information to enable them to manage project and core budgets effectively. This should include advising on significant variances against budget and making recommendations for corrective actions to ensure expenditure does not exceed available funding.
- Conduct periodic visits to project sites and partner offices to monitor compliance with financial procedures and assist the Country Director to review the progress of activities versus budget utilization.
- Induct and orient Burkina Faso team and partner's staff on finance norms, standards and best practices.
- Oversee briefing and training of new staff on the financial procedures relevant to their role.
- Advise the Country Director on the cost implications concerning the selection, lease and management of appropriate offices, residential and other buildings as required and the cost implications of fleet management, and procurement of goods and services.
- Facilitate visits by, and meet the requirements of, external and internal auditors.

## **6.2 Corporate policy and compliance**

- Set up and maintain appropriate accounting systems and procedures as prescribed in accordance with standard Tearfund policies and donor requirements.
- Monitor procedures to prevent/mitigate against fraud as per the Fraud Prevention and Response Plan.
- Ensure all documentation for completed projects is archived and stored for audit in accordance with Tearfund's Project Completion Requirements.
- Ensure staff are familiar with Tearfund's mandate and values.
- Assist Country Director to ensure compliance with all host country contractual and statutory financial requirements. Assist and support the team, ensuring compliance with Tearfund's Global Process System (GPS).
- Assist and support the team, ensuring compliance with Tearfund's Global Process System (GPS) and other relevant compliance requirements including General Data Protection Regulation (GDPR), Tearfund's Whistleblowing and Safeguarding Policies and related guidelines.

- Ensure Safeguarding implementation and training for staff and partners.
- Assist the team in conducting partner's assessment and follow up.
- Support the compliance team in the UK, the team in country, West Africa Region in case of finance investigation if any on occasions of fraud or bribery complains if any investigations are appropriate.
- Works closely with the Operations and Assurance Team to support and monitor adherence to mandatory requirements.
- Working closely with the internal auditor, international finance roles and Country Rep, support any internal and external audits, supporting and tracking the implementation of agreed recommendations.
- Promote opportunities to encourage openness to learning and sharing of learning among West Africa team staff in relation to compliance issues.
- Ensure donor compliance with regard to donor compliance requirements are met.

### **6.3 External representation**

- Support Country Director in maintaining constructive working relations with other NGOs, UN agencies, host governments (including both formal authorities and informal factions where applicable).
- Build the financial capacities of selected Tearfund partner organisations by providing relevant financial advice and guidance, as well as more in-depth support when invited by the partner.
- Liaison with the banks, external auditor and relevant government department if necessary.

PART 2 – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified accountant or an appropriate finance related qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Management experience</li> <li>• Work experience in Burkina Faso.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Extensive post-qualification experience</li> <li>• Demonstrated experience in capacity building of both finance and non-finance staff</li> <li>• Demonstrated experience developing financial systems for an organisation</li> <li>• Demonstrated experience working with accounting software and online systems</li> <li>• Proven experience in budgeting and budget management</li> <li>• Proven experience in donor financial reporting</li> <li>• Sound knowledge and experience of rules, regulation and compliance requirements of the government of Burkina Faso with respect to non-profit sectors and NGOs</li> <li>• Demonstrated experience in overseeing organizational finance compliance</li> <li>• Experience supporting internal and external audits</li> <li>• Proven experience in direct line management of a team</li> <li>• Demonstrated experience of working with national NGOs to support finance capacity development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using PSF accounting software</li> <li>• Proven a minimum of 10 years experience in supporting programme teams in project design and management in a direct implementation model.</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Mastery of French verbal and written communication</li> <li>• Good English communication and written</li> <li>• Mastery of computer systems, such as Excel and finance management software</li> <li>• Ability to communicate complex financial data to non-finance staff</li> </ul>	

	<ul style="list-style-type: none"> <li>• Organised with strong administrative skills</li> <li>• Ability to negotiate with diplomacy with other finance actors i.e. Tearfund UK finance teams, local banks, etc.</li> <li>• Ability to participate and help facilitate collective staff prayer and bible studies</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Committed Christian</li> <li>• Christian motivation in relation to injustice and serving those in need.</li> <li>• Team player who works well with others</li> <li>• Self-motivated, self-directing as a leader in the organisation</li> <li>• Emotionally &amp; spiritually mature</li> <li>• Encourager of others</li> <li>• People developer and motivator</li> <li>• Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding</li> </ul>	
OTHER COMMENTS	All roles require a basic DBS check or police check if the role is based outside the UK	