## **FM 013 - Sample Job Description of Finance Manager of CSO**

## **POSITION DESCRIPTION OF FINANCE MANAGER**

**[Sample CSO]**

### Organization

The Mission of [sample CSO] is… [Sample CSO] serves more than X people annually and has a budget of more than LKR million….. The Finance Manager (FM) is responsible for all financial matters of [sample CSO] and its affiliate organizations. The FM will report to and work closely with the Executive Director (ED). The FM will oversee all compliance and recognition for member contributions, government and foreign donor agreements, and private grants. She or he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff of the [sample CSO].

1. **Position**

Reporting to and partnering with the Executive Director (ED), the Finance Manager will set [sample CSO]’s financial policy and direction while also being an active participant in, and driver of, the organization’s overall strategy. She or he will lead all financial administration, business planning, and budgeting. As a member of the senior leadership team, the FM will work closely with a motivated and engaged finance and governance committee of the board of directors.

The FM leads [sample CSO]’s finance, human resources (HR), and information technology (IT) staff.

1. **Responsibilities**

Specific responsibilities include:

### *Strategic Intervention*

* Partner with the ED on all operational and strategic issues as they arise; provide strategic recommendations to the ED based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
* Participate in the ongoing strategic planning process as an integral member of the senior management team.
* Develop tools and systems to provide critical financial and operational information and make actionable recommendations on both strategy and operations.
* Oversee long-term budgetary planning, projections and cost management in alignment with [sample CSO]’s strategic plan.
* Engage the board finance, audit, and investment committees around issues, trends, and changes in the operating model(s) and operational delivery.
* Participate in corporate policy development as a member of the senior management team

***Financial Planning and Budgeting***

* Oversee budgeting, and the implementation of budgets, so as to monitor progress, and present operational status including financial metrics of ongoing projects and programs for donor agencies and the Board of Directors of [sample CSO]
* Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
* Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
* Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
* Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.

***Accounting and Compliance***

* Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, [sample CSO]’s finance policy, and audit requirements.
* Oversee the functions of finance department to ensure proper maintenance of all accounting systems and function; supervise [sample CSO]’s finance staff.
* Maintain internal control safeguards, coordinate all audit activities, and proper filing of tax returns.
* Prepare and present [sample CSO]’s financial statements, followed by Sri Lanka Statement of Recommended Practice for Not-for-Profit Organizations (SL SoRP – NPOs) and the requirements stipulated by the Sri Lanka Accounting Standards (SLFRS Framework)

***Financial Reporting***

* Review and approve preparation and finalization of all financial reporting materials and metrics for funding organizations and [sample CSO]’s Board of Directors; prepare and communicate monthly and annual financial statements
* Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization’s operations and business plans.

### *Investment*

* Oversee cash, investment, and asset management.
* Manage and track the performance of [sample CSO]’s endowment in keeping with the policies and investment guidelines established by the board of directors

### *Procurement*

* Partner with the ED to procure goods, works, services and consultancy services as per the provisions of procurement guidelines that meet the needs of the organization
* Arrange obtain procurement requirements of all departments, divisions, regional office and project office before end of current financial year and produce procurement plans in line with the annual budget
* Guide and coordinate PCs, CPCs, TECs and BOC functioning the [sample CSO]’s procurement activities to complete the contract awards within the agreed time schedule
* Arrange annual suppliers, contractors and service providers’ registration process;

#### **Human Resources, Technology and Administration**

* Develop and manage direct staff, to include managers in finance, HR, and IT; guide other staff as well out of direct span of control.
* Further develop [sample CSO]’s human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
* Establish and manage a comprehensive training program to educate employees regarding staff policies and procedures.
* Oversee administrative functions as well as facilities to ensure efficient and consistent operations
* Work closely and transparently with all external partners including third-party vendors and consultants.
* Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
* Manage the organization’s physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.), with assistance from admin and logistic support staff
* Review all formal finance-, HR-, and IT-related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.

### *Management and Leadership*

* Serve as a business partner to the ED on the organization’s financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems
* Engage with other members of the senior management team for research, evaluation, and training; and undertake communications and field operations on behalf of ED to facilitate cross-department collaboration
* Mentor and develop a direct finance team, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
* Guide larger, cross-divisional teams outside direct span of control within the main program areas of [sample CSO]
* Evaluate and oversee all benefits negotiations, thus providing the most competitive packages for [sample CSO]’s employees.
1. **Deliverables**
* Ensure availability of funds as needed for administrations, ongoing projects and programs, and new sites
* Ensure maintenance of appropriate internal controls and financial procedures.
* Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds (in case of donor funds - ensure in complying the conditions of the donor agreement)
* Ensure legal and regulatory compliance regarding all financial functions including delegation of finance authority, finance policy guidelines and regulations, and SL SoRP – NPOs
* Ensure timeliness, accuracy, and usefulness of financial and management reporting for NGO Secretariat, funding agencies and [sample CSO]’s Board of Directors;
* Ensure, set up and implement efficiency procurement process, adhering to prescribed standards, specifications, rules and regulations
* Ensure that recruiting processes are consistent and streamlined.
1. **Requirements – Required Qualifications & Competencies**

The FM will be a seasoned and mature leader with broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. She or he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources and an affiliate structure with diverse program areas delivered nationally.

The FM will have the following qualifications, experience and attributes:

***Minimum Qualifications***

* Bachelor’s degree in Business, Management, Finance or related degree or equivalent professional qualification - an MBA would be a plus

***Relevant Experience – Essential***

* Demonstrated experience in managing finance, accounting, budgeting, control, and reporting, ideally in the nonprofit sector with a budget of at least LKR 100 million **or** at least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
* Significant experience in or knowledge of nonprofit accounting, including fund and grant accounting, compliance, and reporting.
* Track record in grants management to be as a distinguished qualification
* Ability to translate financial concepts to – and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds

***Other Experience – Desired***

* Experience working with information technology staff to manage finance and accounting software packages.
* Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
* Preferably overseen a human resources function previously will be an added advantage
* Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities

***Positional Attributes***

* Demonstrated leadership ability, team management, and interpersonal skills.
* Excellent analytical and abstract reasoning skills, plus excellent organization skills or strong analytical skills and experience interpreting a strategic vision into an operational model
* A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
* An effective communicator, with strong oral and written skills or excellent written and oral communication skills.
* Flexible and a self-starter; able to multitask while also being highly detail-oriented.
* Personal qualities of integrity, credibility, and dedication to the mission of [sample CSO]
* Collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning
* Demonstrated commitment to the social sector with a passion for the organization’s mission is essential