

Finance & Administration Director

Job profile

April 2013

DARA VISION

DARA is an independent organization committed to improving the quality and effectiveness of humanitarian action for the benefit of vulnerable populations who have been affected by armed conflict or natural disasters. In particular, DARA seeks to strengthen accountability and learning in the humanitarian sector, with its role as a 'think and action tank'. Working with partners, DARA conducts research and evaluations on humanitarian policy and practice. DARA actively promotes humanitarian principles, assesses performance, and supports innovative approaches.

CONTEXT

As part of restructuring DARA in early 2013, a number of new positions have been created. One new department is Finance and Administration, which not only is a consolidation of existing units in the organisation, but also resembles a new way of working in terms of ensuring that DARA's core work is carried out professionally, following contracts, timelines and budgets. The leadership and management of the Finance and Administration department will involve a Director, who has a strong sense of the opportunities and risks involved in DARA's work and who can assist the change management process in this transformational phase, developing DARA into a cost effective, efficient, and sustainable organisation.

MISSION

The Finance and Administration Director will be a thought partner for the Chief Executive; provides strategic leadership in planning, organising and controlling the financial resources; and manages the development and implementation of financial management and administrative systems and processes. In doing so, she/he is aware of the specific requirements of DARA to remain a flexible, agile, and efficient organisation.

POSITION IN THE ORGANIZATION

The Finance and Administration Director reports to the Chief Executive.

FUNCTIONAL RELATIONSHIP WITHIN THE ORGANISATION

She/he is part of the Management Team.

She/he leads and manages the team(s) covering Finance, Administration, and Logistics.

RESPONSIBILITIES AND MAIN TASKS

The Finance and Administration Director is responsible for the following:

General

- Contribute actively to supervising business performance and proposing ways to improve the effectiveness of the organisation
- Participate in the monitoring of the Organisation's objectives, setting of strategic directions, and decision-making on organisational policies
- Propose the annual financial strategy ensuring a sustainable business model and protecting the Organisation's guiding principles
- Develop and institutionalise strong internal control mechanisms for the organisation, ensuring that the organisation and all staff comply with (in- and external) regulations, procedures, and policies
- Lead, motivate, and manage the internal team(s) and processes that cover finances, administration, and logistics

Finance

- Manage the financial resources of the organisation and conduct resource planning for future needs
- Develop an appropriate financial policy and reporting framework to ensure sound decision making and effective resource management
- Conduct financial and risk analysis
- Oversee and lead on the preparation of the necessary states of accounts and financial-accounting data to the management team and the Board
- Coordinate the preparation of the Annual Accounts and Audit to be presented and approved by the Board
- Oversee and lead on the preparation of annual budgets and forecasts.
- Manage the cash-flow activity
- Provide financial management information and accounting services to help managers in planning and controlling their programmes and activities
- Contribute to, and review all fundraising proposals to ensure the sustainability of the organisation, ensuring the organisation meets all its commitments to donors, acting as the liaison point for all finance related matters
- Keep abreast of funding opportunities and developments within the humanitarian, development and private/philanthropic sectors

Administration

- Oversee all organisational matters in office premises (assets/properties, rent, security, purchase, maintenance, cleanliness, filing)
- Ensure that procurement and administration policies and procedures are adhered to and are compatible with Spanish regulations
- Monitor and advise on outsourcing of office support tasks

- Design and update the administrative policies and procedures manuals on a regular basis, to include any changes whenever necessary

REQUIRED COMPETENCIES AND SKILLS

- Identification with DARA's values
- Commitment to and knowledge of humanitarian principles and issues
- Strategic Vision
- Strong business and financial acumen
- Cross-cultural awareness and flexibility
- Quality and result orientation
- Internal client orientation
- Leadership
- Ability to motivate staff and communication skills
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Track record in drawing the balance between systems and people
- Teamwork

EDUCATION AND EXPERIENCE

- University degree in Economics/Administration/Business or the like
- At least 10 years of professional experience of which 5 years spent in similar position(s)
- Financial management expertise in international non-profit organisation(s), preferably in the humanitarian world
- Mother tongue in either English or Spanish, and fluency in the other language
- Knowledge of relevant Spanish laws and regulations, including specific audit requirements for non-profits

Interested candidates are kindly invited to submit a cover letter and CV in English. They should write to esther.asenjo@solucionesgesal.com no later than Friday, 10 May.

Applications of only those who are eligible to work in the EU will be considered.

For further information, please contact: basensio@daraint.org. We are only able to respond to applicants who are short-listed for interview.