



**Ambasáid na hÉireann
Embassy of Ireland
Lilongwe**

**Head of Finance
Job Description**

Background

The Government of Ireland opened an Embassy in Malawi in 2007. Ireland's current strategy (2016-2020) for Malawi is guided by our foreign policy, 'The Global Island, Ireland's Foreign Policy for a Changing World', and Ireland's policy for international development, 'One World One Future'. Aligned with Government of Malawi's National Growth and Development Strategy, Ireland's programme of development cooperation aims to increase the resilience of poor households to economic, social and environmental shocks. A copy of Ireland's country strategy is available [HERE](#) ¹.

The Embassy works with several implementing partners, including government and non-governmental organisations. The country strategy also seeks to further Ireland's aid effectiveness commitment in promoting collaboration and joint programming with other development partners.

For 2018 the Embassy in Lilongwe will manage a budget in excess of €16 million. Strong financial management and control is a core component for the effective oversight and management of the program and the allocated funds.

Reporting

The Head of Finance reports to the Ambassador, and also to the Financial Controller in the Department of Foreign Affairs and Trade Headquarters in Ireland. The Head of Finance is a key member of the management team and he/she works closely with the Head of Development, Second Secretary, Administration Staff and other Programme Staff at the Embassy.

Overall Role and Responsibility

The Head of Finance supports the Embassy team in providing strong, efficient and effective financial management and control at mission level to ensure that the mission delivers its strategic objectives. The successful candidate will be expected to contribute towards improving the wider financial management and internal financial control environment of the Irish Aid programme.

¹ <https://www.irishaid.ie/media/irishaid/allwebsitemedia/30whatwedo/20170502-Malawi-CSP-FINAL-PUBLIC-VERSION-for-HQ-Publication.pdf>

The Head of Finance will be responsible for the day to day management of the Embassy's Finance Function including:

1. Managing and implementing the financial management system and system of internal financial control;
2. Accurate and complete recording of the financial transactions for the Embassy and Aid Programme;
3. Provision of timely financial management information and reports to senior management within the Embassy and headquarters in Ireland;
4. Ensuring the Embassy is in compliance with all documented control procedures, local taxes and other regulatory payments and relevant accounting standards;
5. Provide advice on local decision making and the effective and efficient management of resources including mission budgeting;
6. Ensuring systems are in place to safeguard the Embassy/programme assets;
7. Providing technical financial support to programmes, including periodic operational and risk assessments of partners and Embassy processes;
8. Supervision and development of finance unit staff at the Embassy

Specific Responsibilities

1. Provision of day-to-day financial management and control to the financial resources allocated to the Embassy and Aid Programme;
2. Timely provision of financial information for reporting to headquarters in Ireland and to Embassy management including:
 - a. monthly and quarterly management accounts for Embassy Senior Management and for the Finance Division in Headquarters;
 - b. Preparation of annual financial statements and year end reporting pack to Headquarters in accordance with the year end reporting timetable and in compliance with requirements of the Irish Auditor General's audit of the aid programme;
 - c. such other financial reports as may be requested from time to time either by the Embassy Senior Management or by the Finance Division in Headquarters;
3. Overall responsibility for annual budget process, ongoing monitoring of expenditure against budget including reporting of variance analyses;
4. Prepare annual financial statements and audit file for Embassy and liaise with Embassy external auditors;
5. Responsibility for the day to day management and administration of the of Embassy financial management system using "Info Sun Systems";
6. Ensuring the Embassy is compliant with the local regulatory system, with particular emphasis on payroll taxes, withholding taxes, pension liabilities and VAT;
7. Providing financial support and advice to Embassy management and advisers overseeing the Irish Aid programme in Malawi;
8. Management and control of the day to day operations of the Finance unit;
9. Ensuring compliance with mission financial procedures and appropriate accounting standards including monitoring and improving financial internal controls and safeguarding assets;
10. Implementing the anti fraud policy of the Department of Foreign Affairs & Trade and working to ensure the risk of fraud is minimised;
11. Carrying out financial and governance assessment and capacity building with partners, including support for the analysis of financial budgets and reports received from partners, highlighting any issues which arise and if appropriate any corrective action required and / or impact on further funding;
12. Prudent cash and bank management and monitoring of bank and cash balances on an ongoing basis;
13. Responding to requests for information from Headquarters Finance Division in a timely manner;
14. Participating in regular video conferences with Finance Division in Headquarters and multi country meetings as determined by Finance Division in Headquarters and agreed with the Ambassador;
15. Supervision and development of finance unit staff in the Embassy;
16. Any and all such reasonable additional tasks that the Ambassador may assign.

Qualifications, Skills, Experience and Competencies Required

1. An internationally recognised professional accounting qualification e.g. ACCA or CIMA;
2. Minimum of 5 years post qualification experience, preferably in a financial management and control role, with at least 3 years at a senior level;
3. Experience in the use of financial management accounting packages (knowledge of Info Sun System would be a strong advantage);
4. Proficiency in the Microsoft suite of applications;
5. Strong analytical and problem solving skills including managing; interpreting; and manipulating large data sets;
6. Proven ability to work under pressure and think laterally in dealing with a wide range of financial issues;
7. Ability to manage staff and deliver results through a team;
8. Strong interpersonal; communication; and negotiation skills with staff and partners;
9. High motivation with a proven ability to work with minimal supervision;
10. A very high standard of personal integrity;
11. A high standard in English, both spoken and written;
12. Previous experience with an international organisation is desirable but not essential;
13. Strong background and knowledge of government regulations and laws, public sector accounting and financial procedures and regulations surrounding international funding is desirable.

Conditions of employment

This successful applicant will be offered a two year contract including an initial probationary period of six months. The contract will include a requirement for regular performance assessment.

The successful candidate will be based in the Irish Embassy, Lilongwe and will report directly to the Ambassador and the Financial Controller at the Departments Headquarters. Based at the Embassy in Lilongwe, the role will involve occasional travel throughout Malawi and at an international level.

An attractive compensation package will be agreed with the successful candidate which will reflect the importance of the role.

The Job Description and Application Form for this position are available by emailing lilongweapplications@dfa.ie or can be collected at the **Embassy of Ireland, Third Floor, Arwa House, City Centre, Lilongwe 3.**

Completed Application Forms may be sent by e-mail to lilongweapplications@dfa.ie or delivered by hand.

By submitting information electronically, parties accept that data may not be fully secure.

Any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Applications must be received before **16:30 hrs Wednesday 20th June 2018.**

Please note that only short listed applicants will be contacted.

Canvassing will lead to disqualification.

The Embassy of Ireland is committed to a Policy of Equal Opportunity and female candidates are particularly encouraged to apply.