
Job title:	Finance & Operations Manager
Reporting to:	CEO with Country Director for relevant functions
Works with:	UK-based Head Office Team; Finance Team; Operations Team; Programme teams.
Location:	EducAid office, Lumley, Sierra Leone
Contract Type:	12-month contract with opportunity to extend. Full-time
Equipment:	EducAid handset and laptop provided

Job Purpose

To manage and develop the finance and operations team to support the delivery of EducAid's internal and external activities in Sierra Leone. Overall responsibility for EducAid's finance, HR, procurement, IT functions.

Overview

EducAid is a UK-registered charity established in 1995 to restore and strengthen education in Sierra Leone. EducAid provides free, high-quality education to some of the most vulnerable and underprivileged children in Sierra Leone. It currently runs 5 schools and trains teachers in more than 60 partner schools as part of our teacher training and school improvement programme. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes.

Our schools are the bedrock of everything we do, and success in values-based learning is paramount to the success of EducAid as a whole.










Decision Making

EducAid operates under the system of Every Voice Counts; the EVC is designed to ensure that peoples' voices from throughout EducAid are listened to in every decision. As with any organisation, however, there needs to be a decision-making hierarchy.

As an EducAid staff member, you are a part of this decision-making process. However, EVC does not give you the ultimate right to make each and every decision; this will be decided upon by the decision-making hierarchy. These decisions, and the activities on your site, should reflect the guiding principles of EducAid.

As Finance & Operations Manager you are ultimately responsible for all decisions that relate to your area of work and are not decided on a central basis. These decisions, and the activities in your area of work, should reflect the guiding principles of EducAid:

Protect teaching time	
Ensure emotional, physical and academic safety of all	
Adhere to previously established protocols and policies	
Do your best	
Protect others' progress as I protect my own	
Love and do as you will – Kindness!	
Value for money: no cost – low cost	

Reporting Channels

As a Finance & Operations Manager, your line manager is the UK-based CEO with a dotted line to EducAid's Country Director for relevant functions.

Currently EducAid uses Sage for accounting.

Key Responsibility Areas

Day-to-day management of functions

- Supervision of the in-country finance team in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc. Oversight of monthly accounts preparation and reconciliations.
- Responsible for procurement across the organisation with the aim of optimising the use of resources, transparency and minimisation of costs.
- Supervision and development of IT, Evaluations & Monitoring and the HR team
- Work with the Team to establish systems and processes across the team including for receiving tasks, delegating and managing their timely and accurate completion.

- Prompt, efficient communication and intentional building of team and respectful relationships.

Budgeting and reporting

- Preparation of annual budgets, forecasts and programme budgets for submission to Head Office / potential funders
- Preparation of monthly reports to Head Office comprising management accounts, analysis of budget versus actual, donor status reports and others as required;
- Provision of timely and accurate narrative and financial donor reports;
- Monitoring and control of expenditure to ensure it stays within agreed budgets;

Development of processes and control

- Overall responsibility for implementing and strengthening of controls across the organisation to protect EducAid's financial and non-financial assets;
- Overall management of cashflow in SL and primary contact with the banks;
- Keeping abreast of and ensuring compliance with local statute, registrations and ministry requirements;
- Overall responsibility for ensuring Finance and procurement policies are embedded and adhered to across the organisation.
- Implementation of a new finance package

Development of team

- Mentoring and development of the in-country operations team to ensure adequate training, resilience and clear succession planning. Initially the role may be more hands-on particularly for finance activities, but it is expected that this will become less as the team develops into their roles.
- Actively working to bring the EducAid gender equality and diversity policy to life within the team's work;

Competencies

Functional Competencies:

- Qualified accountant (ACA/ACCA or equivalent)
- Minimum of 5 years' experience in a senior finance role is a prerequisite. Demonstrable exposure to some or all of the following is highly desirable; programme management, logistics, procurement, HR.
- Demonstrated ability to plan projects, timetable agreed activities and oversee staff duties;
- Willingness to be proactive, assist in other areas of management, and to be a role model;
- Computer literate. Knowledge of MS office suite essential, particularly Excel.
- Demonstrated ability to restructure processes as required, and develop a team for long term success
- Commitment to EducAid's vision, mission, objectives and values: Excellence, Equality, Citizenship, Leadership, Community Resilience and Safety;
- Strong communication skills and a fluent standard of English. Knowledge of Krio is beneficial.

Personal Competencies:

- Strong communicator (written and oral), able to communicate effectively with colleagues at all levels, external parties such as funders, trustees, banks etc
- Self-starter, able to drive the improvement agenda and work with minimum supervision and to a timetable
- Ability to draft correspondence, reports, strategy etc.
- Well presented.
- Demonstrable integrity and ability to be open and honest in relationships with others
- Fluent in written and spoken English

Organisational Competencies:

- Commitment to the charity's vision, mission and objectives
- Commitment to developing additional skills in light of the charity's need
- Commitment to the charity's Equal Opportunities Policy

Details:

- 22 days of leave per year
- Basic working hours of 40 hours per week although overtime may be required from time to time. Additional hours over the basic working week will be compensated with time off in lieu.