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| **ROLE PROFILE: Senior Officer, Regional Finance Operations (LAC)** | |  |
| Position Title: | Senior Officer, Regional Finance Operations (LAC) |
| Position ID: | TBC |

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| **Team** | Regional Finance Operations Team | **Grade** | P2 |
| **Reports To (Title)** | Regional Programming Finance Operations Manager | **Contract Length** | Fixed term (One Year) |
| **Location** | Any existing SCI office location (but see time zone requirement) | **Time-zone** | LAC Region Time |
| **Languages** | English & Spanish | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The purpose of the Regional Finance Operations team is to manage and lead the finance operations supporting global teams in based in Panama as well the regional programming managed out of Panama, ensuring effective and efficient payroll, payment, and treasury services. Our team is dedicated to maintaining robust financial controls, ensuring compliance with tax and regulatory requirements, and delivering financial and donor audits efficiently in line with local needs.  **Role purpose**  To provide efficient financial operations support to regional global teams and regional programs in LAC region, by leading on payroll, tax returns, payments to suppliers and partners, cash requests, audit support, and balance sheet control accounts.  . |

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| **Principal Accountabilities** |
| * Manage regional programmes supplier payment processing to ensure timely and accurate disbursements, including partner payments, in line with organisational policies and procedures. * Coordinate the payroll preparation process with HR. Review calculations from the payroll servicer provider for accuracy, pay staff on time, process payroll journals, and ensure tax and social security deductions are reported and payments made to local authorities on time to avoid penalties. * Request funds from the global treasury in line with the treasury guidelines and the GT operational needs. * Process payment to staff members including staff expense reimbursements, travel and program advances, and settlements. * Post financial transactions in Agresso ensuring accuracy, completeness and adherence to monthly deadlines for balance sheet reconciliations and recharges to regional programmes. * Prepare and deliver month-end reporting, including reconciliation of accounts, to provide stakeholders with accurate financial information and support decision-making processes. * Coordinate year-end financial functions and provide comprehensive audit support for project-related inquiries, ensuring compliance with financial regulations and organizational standards. * Review the accuracy, completeness, and timeliness of ledger postings, including managing reallocation journals, accruals, and prepayments, to safeguard financial integrity and reliability. * Lead responses to audit queries for the Finance Business Partnering team, ensuring transparent and efficient communication, while upholding the principles of diversity, equity, and inclusion. * Supervise the regional programs finance operations officer * Escalate any issues/risks impacting regional finance operations to the head of finance operations and systems |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: One  Manager of a team: no  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Multiple countries or Functions |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Other IP Finance teams, Country Finance teams, RDs, Centre Finance Departments, IP Regional Programme Awards, Ops teams   **External**   * Auditors, suppliers |

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| **Competencies** |
| Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution.  Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Accomplished  Behavioural Indicator: Shares knowledge and best practice on technical solutions so that others can make best use of that expertise.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence.  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative. |

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| **Experience and Skills** |
| **Essential**   1. Exceptional attention to detail with strong organisational skills to ensure accurate processing of payrolls and financial transactions. 2. Excellent communication skills to effectively interact with suppliers, partners, auditors, and internal stakeholders. Ability to explain complex financial information clearly and concisely. 3. Strong problem-solving skills to address financial discrepancies and compliance issues proactively. 4. Ability to analyse financial data, identify discrepancies, and adjust to maintain financial accuracy. 5. Experience in preparing and delivering financial reports, providing clear, accurate, and timely financial information to stakeholders. 6. Ability to adapt and take on new challenges in a dynamic organisational environment. 7. Self-motivated with good time management skills and ability to prioritise workload, anticipate requirements, work to tight deadlines and communicate decisions on a regular basis. 8. Proficient in the use of Microsoft Office suite, particularly Excel and in other financial software. 9. English and Spanish language skills   **Desirable**   * Experience in operating within the charity or non-profit sector in a large global multi currency organisation. |

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| **Education and Qualifications** |
| **Essential**   * Part qualified accountant or equivalent or relevant experience   **Desirable**  N/A |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 12/05/2024 | Hameedullah Safi |  | Sam Sharpe |