



## JOB DESCRIPTION

<b>Title:</b>	Asia Regional Programme Finance Manager
<b>Location:</b>	One of the HPA country offices in Asia with possible travel to project areas in China, Cambodia, Laos, Myanmar and Vietnam.
<b>Reporting to:</b>	Head of Programme: Asia.
<b>Working with:</b>	Country or Regional Directors, Programme/Finance Officers in countries, ASIA Finance Manager in HPA London, National Programme coordinators in country and Southeast Asia Coordinator in London.
<b>Salary:</b>	£ 18,743- £24,453 plus other benefits

**Hours:** Full-Time

### **Job Description**

This position will sit within the Asia Programmes Team. Our programmes are managed by Country Directors overseen by two Heads of Programmes (one responsible for Africa and one responsible for Asia). The Programme Team in London provides support services to the development, implementation and administration of Health Poverty Action's programmes. Health Poverty Action's programme work in Asia takes place through country offices in Myanmar, Laos, Vietnam and Cambodia. The Programmes Department liaises with: the Policy & Campaigns Department to ensure strong integration between our programmes and advocacy work; the Fundraising Department to develop proposals and reports for trusts and foundations; and the Finance Department on programme finances.

**Job purpose:** To oversee financial management of HPA programmes in Asia. To support country directors, programme coordinators and finance officers to manage the finances of Health Poverty Action's Asia programmes, and support finance manager and programme officers/Southeast Asia Coordinator in HPA London for relevant donor financial reports, and support programme budgeting during proposal development process.

### **BACKGROUND – About Health Poverty Action**

Health Poverty Action works for health and global justice in partnership with people who have been marginalised and pushed into poverty.

We work with communities to help them demand their right to health, and to challenge the power imbalances that deny them their health rights. Our distinct approach can be summarised as a combination of three areas:

## **We approach health as an issue of social justice**

Health is a Human Right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of social injustice in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

## **We prioritise those missed out by others**

We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard to reach areas, or are difficult to support for some other reason. We make these most neglected populations our highest priority.

## **We address the full range of factors which impact on health**

Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

In 2017 we formed a strategic partnership with Find Your Feet. The partnership ensures Find Your Feet's livelihoods work will continue through Health Poverty Action.

We are also proud to be one of the small number of organisation recognised as being structurally part of the global People's Health Movement. This quote from the founding document of this movement, the People's Health Charter, sums up the essence of Health Poverty Action's values and identity:

*"Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations."*

HPA has been operational in Asia since 1994 and is currently implementing projects in Cambodia, China (cross the border to Myanmar), Laos, Myanmar and Vietnam.

## **FUNCTIONS & RESPONSIBILITY**

### **Projects Accounting:**

- Oversee and support timely preparation and submission of monthly project accounting prepared by finance officers in country, review them before submitting to HPA London
- Ensure timely submission of quality financial reports of all projects in HPA Asia in collaboration with programme and finance team in countries as well as in London

- Provide financial management leadership of HPA projects in Asia, including set up and operation of the computerized accounting system
- Actively participate in and contribute to the annual, quarterly and ad hoc planning processes in country as well as regionally
- Actively participate in the year end process, coordinating related tasks with Programme Finance staff and directly liaising with Asia Finance Manager in London to ensure timely submission of documentation.

#### **Programme Implementation support**

- Monitor on-going projects' expenditure against the approved budget, and provide timely projections of likely over or under spending to the relevant programme staff, and help them to understand expenditure variance implications and manage variances effectively for program results
- Co-ordinate and maintain regular cash forecasting to ensure that adequate funds are available to meet the working requirements of project staff at all times.

#### **Procedures, Systems and Controls**

- To carry out spot checks, internal audits and finance reviews in Asia programme countries to ensure complete, accurate and up-to-date files are maintained for projects, containing all required contractual documentation, including full expenditure supporting documentation, reconciliations from the accounting system to donor financial reports, partner/ consultant sub-contracts, budgets and documentation relating to the management of accounts are kept by finance, programme and administration team
- Ensure that finance systems, procedures and controls, as detailed in the HPA Finance Policy, are in place, adhered to in programme countries
- Coordinate external audits and ensure proper audit trail from finance and admin team related to project expenditures, including project and partner contracts, financial reports, expenditure supporting documentation, bank statements, procurement files and contracts related to staff, consultants and service provider, etc. and timely report fully to the Country Directors and HPA Headquarters any concerns.
- Review auditors' observations in collaboration with the programme team in country and HPA London, agree actions to be taken and seek out methods to mitigate future financial risk
- Ensure finance related audit actions are implemented and alternative actions taken as required to address weaknesses in financial controls and procedures identified in finance and other forms of audit reports
- Assist programme and finance team in country to understand HPA and donor finance and procurement compliance policies to ensure compliance with both donor and HPA procedures.

#### **Legal, security and Risk Management**

- Regularly review all legal contracts to ensure HPA's financial commitments are met
- Support HPA teams in country team to ensure compliance with all local legal requirements, including tax, pensions and insurance
- Identify and assess risks facing the Asia programme and develop mitigation strategies along with the Country Directors and Head of programme

#### **Programme Development**

- Assist the Country Directors with the strategic development of the Country Programmes, as requested.
- In collaboration with the Country Directors and the Country Programme Coordinators, assist with the development of budgets for new concept notes and project proposals.
- Supports the management of processes relating to partners and stakeholders (including government entities, donors, NGOs, communities), including partner assessment.
- Assist the Country Directors in developing bidding documents for consultancy opportunities in-country, regionally or internationally.

### **Human Resource Management**

- To train finance staff in country offices to develop their capacity.
- Participate in the recruitment of new finance staff in country, as requested.
- Provide technical management of finance officers in programme countries
- Communicate financial strategies, policies and procedures effectively to finance and programme staff in simple ways that make it easier for them to do their jobs

### **Others**

- Maintain timely communication with HPA programme and finance colleagues in country as well as in London.
- To assist the Head of Programme: Asia in any other duties that may be reasonably required.

### **Safeguarding**

This position may involve travel to programme areas and therefore may come into contact with vulnerable children and adults.

## **PERSON SPECIFICATION**

### **Essential Qualifications/ Experience**

- University degree in Finance, Accounting or equivalent professional qualification.
- A minimum of four years relevant work experience in a senior finance or accounting management position.
- In-depth knowledge of financial systems and implementing effectively internal controls.
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- Practical experience of pro-actively monitoring and reporting on budgets and pipelines.
- Proven experience of analysing financial information and determining necessary actions.
- Previous experience of effectively managing finance team and department.
- Demonstrable teams leadership and capacity building skills and experience.
- Confident and proficient in the use of computerized accounting software (QuickBooks, Sun Systems, etc.), and MS Office with advanced Excel skills.
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
- Strong ability to plan and work independently.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Exceptional verbal and written communications skills in English and the ability to interact effectively with others, both internally and externally.

- Ability to undertake field monitoring visits to provinces.
- Good team player and ability to work effectively and meet deadlines under pressure.
- Ability to develop, motivate and coach finance officers
- Ability to promote innovation and learning.

Desirable Criteria

- More than five years senior level financial management work experience.
- Experience of working in a donor environment and meeting donor compliance requirements and deadlines.
- Internal Audit qualification and work experience.
- Advanced level of working with Sun Systems software.
- Experiences working in Southeast Asia.

***Health Poverty Action is an Equal Opportunities Employer***

***Qualified female candidates and people with disabilities are encouraged to apply for the position***

***To apply, please download our application form [here](#) and send you filled form to [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)***