

Trust for Democratic Education and Accountability

Terms of Reference

Annex-1

Title: Deputy Director Finance

Reports to: Senior Director Finance & Operations

Project: TDEA Head Office

Job Purpose

Deputy Director Finance is a management position and incumbent will be responsible for providing leadership and oversight to financial and grants management team, which include, among others, financial planning, contract management, internal controls, record keeping, reporting and audit. His or her role and key responsibilities, among others, would include the following:

- Provide leadership to optimize the organization's financial performance and strategic positioning.
- Contribute overall to the advancement of the organization across all areas of the functions, challenges assumptions and decision-making and provide financial analysis and guidance on all activities, plans, targets and development drivers.
- Provide strategic guidance to Finance, Accounts and Grants Units.
- Coordinate, supervise and prepare all financial statements / reports to various bilateral, multilateral donors and relevant managers to ensure compliance with contractual and legal requirements;
- Formulate plans, strategies, and objectives for investments of Endowment Fund, GF and CPF for best available Return;
- Manage the cash flow and prepare cash flow forecasts. Ensure funds are available for smooth running of TDEA's Operations.
- Ensure financial systems, policies and controls are robust and support functions and growth of the organization. Suggest amendments and improvements in the Financial Manual in view of emerging needs and donors' requirements.
- Ensure implementation of the Board' decision related to financial management arrangements.
- Keep the management abreast of overall progress and results against budgeted activities and subsequently its future planning, assess the time overruns, cost overruns, project management and other elements for effective implementation of the project;
- Develop contract management plans and prepare annual and donor budgets and ensure its effective implementation in coordination with the senior management and program unit,
- Coordinate with the donors for approval of procurement plans; ensure the compliance of covenants agreed between the donor and TDEA;
- Ensure timely preparation and auditing of annual financial statements within the statutory framework,
- Ensure the liquidation audit for further request of funds to donors so that projects are run uninterrupted.
- Work closely with Senior Management to achieve overall objectives of the organization.
- Share and discuss regular financial positions of the programs/projects with project leads in order to achieve Donor's commitments.
- Supervise and build capacity of sub-ordinates.
- Ensure and strengthen compliance functions of the organization.
- Advice and recommend CEO, and other Senior Management the best Conduit of organization development and growth.

Working Conditions:

This position requires working late in evenings and sometimes on weekends with challenging multiple tasks. The incumbent may be required to travel as and when required.