



Job Description

Job Title:	Group Finance & Operations Director
Function:	Operations
Job Group:	Programme Support
Duty Station:	Geneva – Head Office
Administrative Line Manager:	Executive Director
Line Management Responsibility:	Direct: Head Office Operations team Technical: Country Programme and US Operations teams

JOB PURPOSE:

The Group Operations Director is responsible for contributing to the strategic leadership and management of NP globally, together with leading and managing Nonviolent Peaceforce's (NP's) Group Operations function.

The Group Operations Director is a member of the Group Executive team.

The purpose of the role is to lead and manage NP's Finance, Human Resources (HR), Logistics and Information Systems functions to ensure that the NP Group and especially its country programmes operate efficiently and cost-effectively in pursuit of its mission.

NP's aim is that all its functions should operate according to NP's values and best practice standards for its size and mission as defined by both the non-profit and with-profit sectors. In this role, the values of honesty, integrity and prudence are particularly important.

SCOPE:

NP currently operates 4 country programmes: South Sudan, Iraq, Myanmar and the Philippines and has a fundraising and advocacy function in the USA. The South Sudan programme accounts for 50+% of Group activity. NP consists of 4 legal entities: NP Switzerland, NP France, NP Belgium and NP USA and through common Board membership constitutes a Group. Annual Group income is c.€20m. Total staff number c.300 and are culturally very diverse, reflecting NP's experience that it achieves its best outcomes when it has diverse teams. The quality of NP's programmes is renowned and there is increasing recognition for its approach at a global level.

There are significant opportunities for increasing impact and extending the geographical reach of NP's programmes – a key aspect of the role is to enable and support this growth. Group income has risen from €11m in 2017 and there remain significant opportunities to grow further and to increase the number of country programmes.

Historically the development of the Operations function has lagged the development of the Programme function and an important part of the role is investing in the development of the function including continuing to develop a high performing and resilient team. It is expected that the investment phase will take a further 1-2 years during which time the job holder will be more hands-on than in the longer term. Initially, a greater proportion of the job holder's focus will be on finance than in other areas. The job holder, therefore, needs the ability and motivation to be hands-on in the beginning and then to perform at a higher level in the future.

KEY PERSONAL OUTCOMES:

As a result of the responsibilities outlined below it is expected that the key personal outcomes from this role will include the development and delivery of:

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NP is an NGO with Special Consultative Status with the Economic and Social Council of the United Nations, ECOSOC

- A Group strategic business plan
- Group budgets and forecasts, together with the appropriate systems to both reflect and implement the business plan
- A Group risk mitigation system and associated procedures
- A Group compliance system designed to ensure legal, regulatory and grant compliance in each jurisdiction in which NP operates
- A Group HR strategy covering structure, people, processes and culture
- A best practice Group logistics function
- A best practice Group IT strategy & function.

KEY RESPONSIBILITIES:

The following responsibilities are categorised according to function. However, the responsibilities should be carried out in an integrated way designed to meet organisational objectives and tasks. The role includes a responsibility to ensure the overall smooth running of NP, identifying emerging needs, ensuring these are met and that an integrated approach is taken. This integrated approach relates not only to Operations functions but also to its inter-action with Programmes, Fundraising and Advocacy.

A key theme running through these areas is the jobholder's responsibility to ensure donor, legal and regulatory compliance in all of the jurisdictions in which NP operates.

Finance

In respect of Finance the role's main personal and delegated responsibilities are:

Personal responsibilities

- Strategic & business planning including budgeting & forecasting

Delegated responsibilities

- Effective Group reporting – complete, accurate, balanced, timely and compliant
- Effective country programme financial management – controlled and compliant systems supporting Group reporting
- Prudent Treasury management including cash and forex
- Grant management & compliance
- Risk management
- Procurement – best practice procurement in respect of major group contracts, particularly insurance policies
- Internal audit – a respected function which adds value and ensures continuous improvement.

The job holder will be expected to ensure the maintenance and development of the highest standards of internal financial control throughout the Group and all its functions and programmes.

A key aspect of the role will be to communicate the NP Group's finances to internal and external stakeholders.

Human Resources

In respect of Human Resources the roles key personal responsibilities are:

- the development and delivery of a group HR strategy covering structure, people, processes and culture
- to lead, manage and develop a best practice Group HR function, which will enable NP to deliver its strategy and programmes.

This will include the delegated responsibilities for the following aspects:

- The implementation and maintenance of organizational design to support and deliver NP's strategy. This includes organizational structure, roles and responsibilities, organizational culture, values and required behaviours

- The recruitment of staff in the right numbers, at the right time and with the right qualities
- A remuneration package designed to appropriately reward and retain staff – both reflecting local market conditions and enabling transfer between locations. This will include salary and other benefits and allowances
- Appropriate induction and training programmes designed to equip and develop staff in accordance with NP's requirements
- Advice and support to managers in leading and managing their staff and teams
- An appropriate range of human resource policies
- The operation of effective, efficient and timely payroll functions

Logistics

In respect of Logistics the roles key personal responsibility is:

- to lead, manage and develop a best practice logistics function which enables NP to deliver its programmes in accordance with donor proposals

This will include delegated responsibilities for the following key elements:

- Procurement – timely and cost-effective purchase of goods and services in line with the highest standards of internal control and donor compliance
- Movement of people and goods – the timely transport of people and goods
- The management of NP's premises and accommodation
- The maintenance of a Health & Safety function, including as a minimum, compliance with local regulations.

Information Systems

The roles key personal responsibilities are:

- The development and implementation of an IT strategy to cost-effectively support NP's functions in the delivery of its strategy and programmes
- to lead, manage and develop an information systems function, which will enable NP to deliver its strategy and programmes, efficiently and cost effectively.

This will include delegated responsibilities for the following key elements:

- Design and implementation of an information management system
- Selection, implementation, maintenance and support of basic office systems – hardware and software
- Selection, implementation, maintenance and support of appropriate systems for key functions such as Finance, HR, Payroll and Fundraising
- Compliance with data protection regulations.

GROUP OPERATIONS TEAM:

The current head office group operations team, together with their key responsibilities are:

- Group Financial Controller
- Financial Controller: Programmes (Grant Management & Compliance)
- Group Finance Officer (Head Office Accounting)
- Senior Global Flying Finance Controller (Internal Audit)
- Group Human Resources Manager
- Group Operations Assistant

QUALIFICATIONS AND COMPETENCIES:

- Demonstrable success in leading the operations function, including finance, of an INGO with an income in excess of CHF25M per year with highly developed interpersonal and communication skills, being able to build relationships at all levels and across cultures
- In addition, the experience of leading and managing the following functions: Human Resources and Logistics & Information Technology
- Member of a well-respected international professional accounting body and preferably also an MBA, with experience of principles-based accounting and financial management, including strategic planning, forecasting, risk management and compliance
 - Post qualification experience should include statutory auditing
 - Excellent spreadsheet skills
 - Working with multi currencies
- Experience of working in the international humanitarian and development sector and the ability to demonstrate empathy and commitment to the work of Nonviolent Peaceforce
- In-depth experience of institutional donor fundraising, grant management, donor reporting and compliance
- A positive and constructive approach which seeks to identify options depending on the context and to build cohesion around a given approach
- Demonstrable experience of working with Boards
- Demonstrably been an integral part of an SMT leading on strategic and business planning
- Intercultural competence
- Fluency in written and spoken English. NP's organisational language is English and the nature of the role requires the ability to communicate concisely, clearly and with precision in English. Fluency in French and/or German will be an asset.

HOW TO APPLY:

- Qualified candidates meeting the above requirements are requested to send an application comprising a detailed CV and cover letter to recruit@nonviolentpeaceforce.org
- Please state in the subject line of the email: **"Group Finance & Operations Director"**.
- The closing date for applications is **Friday, 31 July 2020**.
- Interviews will be on a rolling basis. Candidates may be identified before the closing date.

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. All qualified applicants, regardless of their gender, race, disability, sexual orientation, or age, are strongly encouraged to apply as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.