

JOB TITLE: HSP Accountant	
International Division, Humanitarian Department	JOB FAMILY: Finance
SALARY: £20,730 - £26,910 net per annum	LEVEL: Global Level C1
<p>TEAM PURPOSE: To ensure Oxfam has the management, technical and logistical capacity to scale up and respond rapidly to major humanitarian emergencies anywhere in the world. The Programme Finance Team seeks to facilitate good financial management in order to support the implementation of a high quality humanitarian programme.</p> <p>JOB PURPOSE: Management of significant resources (budget, project) or of a function/team and accountability for the implementation of defined areas of work within the finance function.</p>	
<p>REPORTING LINES: Postholder reports to: Business Manager (based in Humanitarian department). While overseas, HSPs are line managed by the relevant programme manager. Staff reporting to this post: Varying depending on deployment.</p>	
BUDGET RESPONSIBILITY: Yes – Varying according to deployment	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Manages smaller department / team and/or resources to achieve defined areas of responsibility. • Control of a day-to-day operational activity. • Interpretation of financial information; provision of advice to departmental managers and senior manager. • Interprets and analyses reports for their area and for senior managers throughout the division and more widely in other areas of the organisation. • Manages and/or contributes to project work. • Produces reviewed procedures. • Influences managers to work differently / adopt procedures. 	
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To assist in the co-ordination and management of humanitarian programmes with particular responsibility for financial management. • Responsible for the preparation and monitoring of budgets, authorisation of payments, maintenance of cash and bank books, preparation of monthly accounting returns, security of cash, stock and capital, assets purchasing and stock system. • To ensure that Oxfam financial procedures are followed in humanitarian programmes, and that compliant systems are developed to accommodate the needs of those programmes. • To liaise with the International Funding Unit on donor proposals, the preparation donor reports and budget revisions when necessary. • To manage directly reporting staff, ensuring work priorities/objectives are developed and staff are fully trained and inducted to undertake their role. Including the potential handing over to national staff depending on the programme. • To provide regular management information (when overseas) on the financial status of the humanitarian programme. • To work with logistics staff to ensure logistics systems adhere to finance's minimum standards. • To ensure the allocation of finance resources at relevant programme sites and to review financial management capacity of finance and programme staff, providing training, advice and support as needed. 	

SKILLS AND COMPETENCIES

Essential:

- Educated to part-qualified level with proven accounting experience and financial management skills.
- High level of computer literacy, excellent working knowledge of spreadsheets and databases.
- Experience of management/supervisory responsibilities and ability to take charge and manage a team when required.
- Good coaching skills and ability to develop others.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
- Good knowledge of written and spoken English, plus working knowledge of one or more additional languages (especially French, Spanish, Portuguese, Arabic or Swahili) would be a distinct advantage.

Desirable:

- Previous development or humanitarian work experience, ideally with similar organisation.
- Experience of working with donor agencies and knowledge of their reporting requirements.