

POSITION DESCRIPTION

	Date 16-Feb-08	Revision Date(s)
Position Title Manager, Regional Finance Trainer	Position Number 2402	
Department Business Strategy Development, Asia-Pacific	Reporting To (Title and Position Number) Director Business Strategy Development, Asia-Pacific	
Cross Functional Department n/a	Cross Functional Reporting To (Title and Position Number) n/a	
Position Titles/Position Numbers Reporting to this Position		
n/a		
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>This position plays a key role in strengthening the financial management capacity of the Area Office, National Organization and Branches to safeguard organization assets and resources. This position will lead in assessing, designing, facilitating/conducting and evaluating financial management training program and system enhancement to improve the overall organizational financial accountability and transparency. Key responsibilities includes but not limited to:</p> <p>System/Training needs assessment:</p> <ul style="list-style-type: none"> • coordinate with other Financial Managers in identifying different NO/Branches financial management capacity need requirements. • develop/adapt capacity assessment to assess NO/Branches capacity building needs • conduct training/system needs assessment in coordination with other staff to streamline the overall AP and NO/Branches financial management. • Monitor external and internal audit reports <p>Training/System design/enhancement</p> <ul style="list-style-type: none"> • design or develop training package/s based on the assessment result • designed/enhance appropriate financial system based on the system review and assessment results • documentation process and procedures required by AP/NO/Branches use • coordinate developing training package on internal controls with colleagues and NO/Branches staff <p>Training/system improvement implementation</p> <ul style="list-style-type: none"> • Facilitate or conduct on-site or virtual training in coordination with the Regional Finance Manager • facilitate or implement system improvement <p>Analysis/Monitoring:</p> <ul style="list-style-type: none"> • monitor NO/Branches implementation of financial management capacity building • conduct periodic assessment in coordination with Regional Financial Managers to determine progress or regression of NO/Branches financial management capacity, including review of the HFHI quarterly financial indicator results. • Participate in a quarterly program planning and monitoring meetings. 		

- Provide periodic feedback to the NO/Branches financial management performance in coordination with the Financial managers

Sustainability / New Business Models:

- Provide advice, direction and training to national program management on the development of appropriate business models for the various stages of national organization development and specific pilot projects
- Coordinate institutional definitions and models of best practice for issues related to finance (i.e. sustainability, interest, subsidy)
- Facilitate development of capacity building materials to promote financial sustainability

Global Work Groups:

- Participates in and/or leads global work groups focused on developing business models
- Participate in and/or leads global workgroups focused on finance policies and procedures

Coordination:

- Coordinate with staff providing financial support with National Programs including financial analysis and monitoring

Skills and Experience Required (e.g., Language, Mathematical, Reasoning, Other):

- Ability to analyze complex issues and provide advise on strategic planning, organizational development, and program implementation
- Demonstrated ability to assess, design training packages and leading financial management training program implementation
- Ability to develop and nurture networking relationships with the leading international finance and development entities
- Outstanding oral, written and interpersonal communication skills
- Ability to facilitate virtual (global) project teams
- Written and spoken fluency in English
- Demonstrated ability to communicate Habitat's Christian philosophy and principles
- Utilize appropriate computer programs (i.e. Microsoft Office, databases)
- Knowledge of bi-lateral grant regulations
- Experience in building organizational financial capacity

Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)

- National Organizations
- National Directors
- National Finance Managers
- Regional Finance Managers
- Asia Pacific Regional Program Managers
- Asia Pacific Directors of Regional Programs
- Asia Pacific Director Business Strategy Development
- Asia Pacific Area Vice President
- Asia Pacific Finance Consultants
- Finance staff in headquarters and other HFHI Area offices

Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)

- National Organizations in designated countries
- Asia Pacific Area Office
- HFHI HQ Office

Working Conditions

Works from a modern, well-equipped office in *Singapore*. Expected to travel to some or all of the designated countries each year. Approximately 50% of work time will be spent traveling and working with designated countries

Experience Required

- At least 5 years experience in financial management training
- Experience working in an international organization, preferably in an NGO
- Cross-cultural management experience

Education Required

- Master degree or an equivalent in business, economics or finance
- CPA or other accounting and finance certificate preferred

Notes/Other**To Be Filled Out by Human Resources**

Compensation Determination