

Terms of Reference

REGIONAL FINANCE MANAGER - AMMAN

(Reference: 25|MENA|RFM01|

BACKGROUND ON IMPACT INITIATIVES

[IMPACT Initiatives](#) is a humanitarian NGO based in Geneva, Switzerland. The organization supports evidence-based decision-making for humanitarian and development programming through data collection, analysis, and dissemination.

IMPACT was launched at the initiative of [Acted](#) and the two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

Despite this hosting support, IMPACT has been considering alternative operations models for several years, in response to growing access constraints and high financial barriers, both of which threaten our ability to operate independently in the contexts where we need to be. The need to become more agile and resilient has been exacerbated by USAID cuts and resourcing issue that stem from this, requiring us to accelerate a move towards models which allow us to conduct analysis in countries we have no physical presence in, or where our footprint and scope of work is limited. At the same time, cuts mean we need to ensure we are providing solid operations backstopping to missions falling into different categories of size and complexity, to minimise overall risk. A deteriorating global context, with higher needs, less global support, and worsening access emphasises our ethical imperative to adjust our operating model to enable us to cover all crises with less resources.

We are currently looking for a Regional Finance Manager (FM) to oversee Finance for our missions in MENA and Asia.

Position: Regional Finance Manager
Contract duration: 6 months
Location: Amman, Jordan
Starting Date: 15 July 2025

REGIONAL PROFILE

Present in MENA and Asia since 2011, IMPACT has currently eight missions in the region. These are: Afghanistan, Myanmar, Kyrgyzstan/Tajikistan/Uzbekistan, Lebanon, Syria, Yemen, Libya, and OPT.

FUNCTIONS

The Regional Finance Manager ensures high quality & accurate financial reporting and sound financial management of IMPACT-managed activities in compliance with IMPACT and donors' rules and regulations, as well as providing oversight to the finance teams in the countries where IMPACT operates. They will contribute to the development of the country/region strategic and operational plans. Emphasis will be placed on financial management policies, practices and systems that are compliant with local laws as well as adhering to donor requirements but are also conducive to effective implementation of country programs.

As Regional FM, they will have responsibility for all aspects of strategic and analytical finance in the country/ regional portfolio, acting as the principal finance business partner to senior staff across the region, notably Multi-Country Representative (MCRs), Country Representatives/Coordinators (CRs/CCs), as well as HQ Finance.

The Regional FM supports country teams and line-manages the pooled Country Finance Officers (CFO), as well as providing functional management of dedicated Country Finance Officers, in ensuring effective and timely financial management of the IMPACT-managed programs (including both IMPACT Lines and expenses incurred by host agency ACTED). The Regional FM is responsible for reviewing the relative priority of tasks across the countries within their portfolio, assigning tasks to pooled CFOs, and reviewing outputs, to ensure work across the region is delivered promptly and to a high standard, and proactively identifying gaps and overloads, and working with MCR/CRs as well as the Regional Coordinator to ensure these are mitigated.

The Regional FM reports directly (hierarchical line) to a nominated manager in HQ Finance, who (in consultation with the HQ Senior Country Manager, MCRs/CCs/CRs) monitors their performance. When supporting a given country, the work of RFM is also overseen by the MCR/CR/CC for all delivery (output) matters (i.e., financial reports, budgets, advice to local management, priority of tasks, training to staff etc.). They will liaise on a regular basis with the ACTED Finance team when IMPACT/REACH is hosted by ACTED in the field.

RESPONSIBILITIES

The Regional FM's responsibilities include the following tasks:

1. STRATEGIC PLANNING AND ANALYSIS

- Provides financial information which supports MCRs/CRs/CCs and their Senior Management Teams in making decisions in line with IMPACT strategies (Budget Follow up, Allocation Table, Master Budget)
- Provides strategic analysis on the overall financial situation of the country program and regional HUB (Funding gap analysis, prognosis...)
- Act as a member of SMTs in countries within the region, ensuring awareness of country programmes and potential financial risks.

2. FINANCIAL MANAGEMENT AND REPORTING

Proposal Development

- Prepare or proactively support both pooled CFOs and standard CFO in preparing quality program budgets and timely submitting financial reports to IMPACT HQ in accordance with IMPACT and donor specific guidelines.
- Prepare any regional budgets and forecasts as required, including the mapping of phasing of the multi-country programs
- Ensure validation of all proposals before submission to IMPACT HQ.
- Ensure that financial info in the global PCM follow-up tool Ninox is correctly up to date
- Address and coordinate the timely response and submission to all comments by donors on proposals in liaison with relevant staff in country, IMPACT HQ Finance and PIP teams.

Contracting

- In coordination with the RC, CRs and IMPACT HQ, review/negotiate proposals and/or contracts with donors, ensuring requirements are clear and understood.
- In coordination with HQ Finance team, organise the incorporation of financial elements on Ninox database, including Total Project Cost, Activity Budget, Overhead Cost, Fund request amount to donor.
- Contribute when relevant to due diligence exercises of funding partners with Partnership Unit.
- Ensure that all contractual obligations are clearly understood in terms of flexibilities and compliance requirements in close coordination with HQ Finance.

Project Implementation and Follow up

- Ensure the implementation and monitoring of a master budget / allocation (Staff Allocation, & other running costs) at country and regional level to alert and support coordination in decision-making, including via tasking the pooled CFOs.
- Support the country offices, including via tasking the pooled CFOs, to prepare and consolidate monthly BFUs and revise forecasts on an accurate and timely basis.
- When any financial risk is identified, inform relevant staff in country and suggest potential solutions that would meet donor rules.
- Ensure ad hoc requests from donors are addressed in liaison with the CC, PIPD and HQ Finance
- Support and oversee the project-specific filing system for finance in close collaboration with PIPD and HQ Finance

Reporting

- Responsible for the preparation of quality project financial report in a timely and professional manner, in liaison with IMPACT HQ Finance and PIPD.
- Review all donor reports to be submitted in the region from pooled PFOs and country dedicated PFOs, in liaison with CCs and MCR.
- Liaise with PIPD when preparing reports, to ensure coherence and alignment between financial and narrative reports:

Overall Finance Management

- Prepare and maintain the country's annual accounts in accordance with IMPACT's Financial Policies and procedures.
- Participate and support actively IMPACT monthly and annual accountancy closure

3. TRAINING AND STAFF MANAGEMENT

- Implement the finance department responsible, accountable, consulted, informed (RASCI) matrix at the regional level
- In coordination with MCRs/CRs/CCs, recruit and maintain qualified staff (pooled CFOs and CFPs) to perform finance functions
- Ensure sufficient numbers of pooled CFOs/CFPs to carry out the range of finance tasks required by countries in the region; proactively raise issues and gaps to MCRS/CRs/CCs and/or HQ Finance.
- Develop and implement a capacity building plan for all finance staff in the region, maintaining a strong sense of team and ensuring all are working towards common goals.
- Oversee finance training and technical support to non-finance staff for skills improvement in the areas of accounting, reporting, forecast and internal control, especially for MCRs/CRs/CCs and their senior management teams. Financial Monitoring & Audit – Multi-Country Hub & Country Programs
- Undertake, on a regular basis, visits to Countries within the regional portfolio, to help ensure quality is maintained in all aspects of financial management.
- Review the monthly reporting tools prepared by each country office
- Coordinate and facilitate internal and external audits for country offices, and any government audit at the regional level if needed.
- Maintain current knowledge of local government requirements related to finance and complies with tax and other legal requirements notably at the MCH Level when relevant (IMPACT registered countries)
- Provide a gap-fill service for the financial management of country programs as required due to staff absence from leave or resignation.

4. FINANCIAL MONITORING: REGIONAL AND MULTI-COUNTRY

- Provide timely and accurate financial monitoring reports for the regional and MCP budgets
- Assist the Regional and MCP budget holders with burn rate analysis monthly
- Ensure timely and accurate preparation of MCP external donor financial reporting

5. FINANCIAL SYSTEMS DEVELOPMENT AND CAPACITY BUILDING

- Assess the capacity of current country finance teams and make recommendations about training needs, organizational structure, and staffing changes.
- Develop training for finance staff, as well as program and other staff, on financial processes and the importance of financial compliance.

- Work with IMPACT HQ to improve financial systems in the region and assist in introducing changes where requested as part of the global improvement to provide timely and appropriate financial information to senior management team, project managers and budget holders;
- Provide suggestions and inputs to the continuous development of the financial administration procedures, routines, and SoPs

6. SUPPORT TO HQ FINANCE TEAM

- Serve as surge capacity resource in finance, upon request
- Technical backstopping from HQ Finance team on all aspects of the job with a strong focus on Financial Risk and Accountancy related matters
- Seek validation on IMPACTs led projects documents such as budget, donor communication, and financial reports
- Under HQ Finance support provide inputs on project external Audit (management letters...)
- Contribute to the development and implementation of finance-specific or cross-cutting tools, guidelines and processes in collaboration with HQ Finance.

QUALIFICATIONS

- Professional/academic qualification in finance or accounting
- Relevant experience of minimum 5 years in finance management and programming in an international NGO or International organization in the region
- Experience in preparing budgets, cash flow statements and financial plans.
- Experience in preparing narrative and financial reports.
- Demonstrated excellent knowledge of accounting software – SAGA / SAGE;
- Strong competency in Microsoft Office package.
- Good supervisory skills and communication skills.
- Good interpersonal communication and relationship building skills.
- Ability to work independently in a fast-paced and dynamic environment.
- Attention to detail and a proactive, problem-solving approach are required.
- Prior team management experience required.
- Fluency in English and effective communication skills are required.
- Ability to travel internationally 30-40% and/or the ability to undertake temporary duty assignments to support country offices.

COMPENSATION & BENEFITS

- For this position, salary between 3'120 CHF and 3'240 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD *NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of*

education of staff. A location-dependent security and/or isolation adjustment is then applied as a recognition that some staff are required to work in difficult places where living and working conditions are much more difficult than elsewhere.

- Accommodation and food provided in a guesthouse.
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered).
- Contribution to the luggage transportation: between 20 and 100 kgs, depending on the length of the contract (+ luggage and personal property insurance)
- Annual leave of 36 days per year. Public holidays of the country of assignment. Family/compassionate leave when applicable.
- Predeparture induction - 3 days at IMPACT Initiatives' HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training.
- IMPACT prioritizes the psychological safety of its staff, and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees.