

Terms of Reference
Regional Finance Manager - Global

Ref: 26|HQ|RFM01|

We are currently looking for a Regional Finance Manager to join our HQ team, working from our Dakar Office in Senegal

Contract duration: 12 Months

Location: Dakar, Senegal (with travels across Central and West Africa covering the following countries: RDC, TCD, CAR, NER, CDI, MLI, SEN, NGA, BFA, CMR, MRT, BEN, HTI).

Starting Date: 15.07.2026.

POSITION PROFILE

The Regional Finance Manager ensures high quality & accurate financial reporting and sound financial management of the 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.

S/he will contribute to the development of the country/region programs 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 Finance Manager, s/he will have responsibility for all aspects of strategic and analytical finance in the country/ regional program, acting as the principal finance business partner to the Senior Management team (SMT) notably Multi-Country Representative (MCRs), Country Representatives/Coordinators (CRs/CCs), Regional & HQ Finance.

S/he supports country teams and line-manages the pooled Country Finance Officers (CFO), as well as functional management of 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 notably ACTED). The RFM is responsible for reviewing the relative priority of tasks across the countries within his/her portfolio, assigning tasks to pooled CFOs, reviewing outputs, to ensure work across the region is delivered promptly and to a high standard.

The RFM reports directly (hierarchical line) to a nominated manager in HQ Finance, who (in consultation with the HQ Senior Country Manager, MCRs/CCs/CRs) monitor his/her 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.). S/he will liaise on a regular basis with the ACTED Finance team when IMPACT/REACH is hosted by ACTED in the field.

Key roles and responsibilities:

1. Strategic Planning & 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 dedicated 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 Project & Partnership Support (PPS) 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 Ninex 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, PPS and HQ Finance
 - Support and oversee the project-specific filing system for finance in close collaboration with PPS 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 PPS.
 - Prepare all donor reports in coordination with pooled CFOs and country dedicated CFOs, in liaison with CCs and MCR for HQ validation.
 - Liaise with PPS 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 & 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 CFOs) to perform finance functions
 - Ensure sufficient numbers of pooled CFOs/CFOs 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 – Multi-Country Hub Budgets and Multi Country Programs
 - Provide timely and accurate financial monitoring reports for the regional and MCP budgets
 - Assist the Multi Country Hub budget holders with burn rate analysis monthly
 - Ensure timely and accurate preparation of MCP external donor financial reporting
 5. Financial Systems Development & 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 were 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. Relationship with HQ Finance
 - 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
 - Provide inputs on project external Audit (management letters...) when required
 - 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 (Master degree, audit or relevant field)
- 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 French & English and effective communication skills are required.
- Ability to travel internationally 25% and/or the ability to undertake temporary duty assignments to support country offices.

COMPENSATION AND BENEFITS

- For this position, salary between 3'060 CHF and 3'120 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 the 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 situational security training;
- Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- 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.