

International Controller and Advisor

Deadline:
15-06-2025

Contact Person:
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Job Category:
Økonomi

Position Type:
Fuldtid

The International Finance operation is part of the Finance department and wholly dedicated to providing the International Department with relevant financial processes, standards, systems, reports and advice aligned with the established organisational structure.

The International Controller & Advisor (ICA) will be responsible for overseeing countries that they are allocated to. The role involves proactively providing guidance, training, assistance and quality assurance of budgeting, financial reporting, financial data analysis and highlight Risks, preparation of financial statements for audit and ongoing review and revision of financial procedures, to ensure a reliable, standardised and transparent financial management of DRC's international programmes / projects.

The ICA will work closely with the Country Office finance officer/ Manager as well as relevant staff in the international department to ensure at all times an overview of financial activities within the specific geographical area.

General approach to the role

- Always strive for strong collaboration and communication and proactively providing constructive financial management support, guidance and quality assurance to regions / countries on projects / activities.
- Contribute in building a strong International Finance team dedicated to servicing / supporting the international operations.
- Promote simplicity, standardised methods and effective system support.
- Promote compliance and transparency according to DRC and donor standards.
- Within their area of responsibility, drive implementation (training and guidance) and compliance of DRC Finance SOPs.
- Contribute to optimizing / improving work processes and systems (i.e. KOMPAS).
- Close consultation with Head of International Finance on challenges, risks, donor deadlines, prioritisation

The ICA is a project controller having their various country portfolios, controlling on the portfolio and the individual project with a special focus on compliance. The main function of the ICA is under three guiding principles: CO Capacity Building, Donor Compliance and Project Controlling & Monitoring.

This ICA will be key in performing:

- Capacity building of CO Finance
- Monitoring trips
- Ensure donor compliance
- Quality Assurance of donor budgets
- Quality Assurance of donor reporting
- System controlling (cross cutting controlling of project setup in Kompas)
- High level project BvA analysis.
- Contribute to updating of SOP and guidelines for DRC
- Processing of cash forecasts/ fund requests
- Provide field finance input to the International financial meetings and groups
- Plan/initiate online workshops for Country Finance Teams on all finance related matters including on MS D365 modules.

The ICA is to control, guide and secure a stable flow of projects within the persons portfolio covering the phases of project initiation, project implementation and project completion.

The ICA will also expected to support CO finance operations and in exceptional cases to surge support when requested through Terms of reference specifying expected deliverables.

The ICA will be key in both doing the operation but also work actively to solve the resource situation in collaboration with the country manager to restate the CO finance to normal operations.

In close coordination/consultation with Head of International Finance, the ICA will also actively

- Plan/undertake field support/monitoring visits in the countries of operations
- Contribute in the development and maintenance of finance SOPs and guidelines for DRC
- Contribute to the development of relevant training materials and training of country Finance teams and other DRC staff in partner countries. - Support the DRC Accountability and

Learning Advisor to undertake investigations or internal audits of programmes / projects. Finally the ICA will provide Finance support to International Department units and regional offices. This support will mainly revolve around financial partnership and donor compliance and support and provide relevant international financial overview / information to Portfolio team and matrices.

Decision making

- The ICA has the competence to decide upon matters within the above areas of responsibility.

Principal matters must be discussed with the Head of International Finance.

Communication

- Reports to Head of International Finance
- Regular communication with Country Managers
- Coordination with other International Controller & Advisors
- Regular communication with Country Finance
- Regular communication as required with relevant staff in International Department like Portfolio Advisors, Global Partnership unit and Finance Department.
- Communication as needed externally to Auditors, donors, National Societies and other Red Cross/Red Crescent Societies.

Competence requirements

Essential:

- Relevant educational background as well as a minimum of 5 years of relevant experience in finance management and programming.
- Experience with supporting EU/ECHO/DANIDA/UN or donor funded programmes / projects.
- Strong project cycle and financial management experience.
- Good analytical skills and attention to detail.
- Excellent communication, planning, coordination and facilitation skills.
- Good cultural understanding and the ability to build confidence of partners in a challenging multicultural environment.
- Full proficiency in Microsoft Office and advanced proficiency in excel is a prerequisite.
- Full proficiency in an ERP system is a prerequisite and experience with D365 Finance Operations a strong asset.
- Fluency in English speaking and writing is a requirement.
- Strong team player.
- Readiness to work flexible hours.
- Willingness to and interest in travelling to DRC field locations.
- Strong technical knowledge and experience in facilitating, supporting, monitoring and supervising activity plans, budgets and financial tasks.

Desirable:

- Experience from the Red Cross/Red Crescent Movement.
- Experience from working in development and emergency environments.
- Auditor experience.
- Fluency in French and/or Arabic.

How to apply

Please, submit your CV and cover letter as soon as possible and no later than June 15th 2025.

If you have questions, please reach out to: Al Mogdad Hamd Abdelgader on moabd@rodekors.dk.