



**POST TITLE:**

**FINANCE ADVISOR FOR PARTNERS  
(ROVING ALL THE COUNTRIES)- UKRAINE  
RESPONSE**

## Background

ActionAid is a global federation working for a world free from poverty and injustice in 45 countries across Europe, Africa, Asia, and America. We want to see a just, fair, and sustainable world, in which everybody enjoys the right to a life of dignity, and freedom from poverty and oppression.

Our strategy is to build international momentum for social, economic, and environmental justice, driven by people living in poverty and exclusion. In practice, this means working closely with people living in poverty and exclusion, civil society organisations, social movements, and supporters.

Together, we deliver grassroots programmes, provide emergency relief and campaign for things such as women's economic rights, tax justice and climate justice. For further information, please see: <https://actionaid.org/who-we-are>

### ActionAid's Humanitarian Approach

Emergencies are a strategic priority for ActionAid. We believe that crisis and disaster-affected people have the right to assistance. Our emergency responses are guided by our Human Rights Based Approach (HRBA) and Humanitarian Signature - our federation-wide, non-negotiable approach to humanitarian preparedness, response, and recovery which all humanitarian interventions must adhere to, and which is built around the pillars of:

- Aiming for all programmes to be women- and young-people led, supporting women, young people, their organisations and networks to have more influence at the national, regional and global level.
- Shifting the power from North to South, international to local, from a male-dominated system to one where women, young people, their organisations, and networks play a central role.
- Working with communities and local organisations to hold agencies (e.g. national governments, donors and INGOs) accountable.
- Supporting community resilience to prepare for, mitigate, respond, recover, and build back better from crises. Interventions with a long-term perspective.

### ActionAid's response to Ukraine Crisis

Given the acute situation in Ukraine and its global impact, ActionAid has decided to immediately respond to the humanitarian crisis.

Building on ActionAid's existing partnerships and alliances in countries bordering Ukraine, we are setting up a local partner-led humanitarian response

focusing initially on refugees, strengthening women's and young people's leadership, and providing immediate humanitarian relief, psychosocial counselling support and prevention of gender-based violence. ActionAid Spain (Alianza) is the lead for this response, supported by the ActionAid International Humanitarian and Resilience Team (IHART) in line with ActionAid's internal emergency classification policy.

Our response will include:

- Multi-sectoral assistance to Ukrainian refugees in neighbouring host countries, including food, shelter, winterisation support, health, Non-Food Items (NFIs), livelihoods, rental support and/or water, sanitation, hygiene, both in-kind and via cash assistance; and language support.
- Multi-sectoral protection services for refugee women and girls affected by/at risk of SGBV and trafficking, including case management, protection counselling, psychosocial support, legal assistance, safe spaces, referral to specialised service providers and/or economic autonomy support.
- Multi-sectoral support to refugee girls, boys, and youth, including psychological first aid and psychosocial support; educational support, including educational kits and learning materials, provision of Cash and Voucher Assistance (CVA) to support refugee families in meeting education-related costs, and/or learning support for out-of-school children and youth; and/or child and youth-friendly spaces and recreational activities.

Target groups will include refugee women and girls affected by/at risk of Sexual and Gender-Based Violence (SGBV), trafficking and sexual exploitation; refugee children and youth (girls and boys), elderly women and men, women and girls, and men and boys with disabilities.

ActionAid has well established global safety and security systems which are supported by a global network of security focal points (SFPs). The ultimate responsibility for safety and security sits with the member/country leadership and related governance structures. About 2/3 of ActionAid's members are either members or affiliates, with their separate boards, and 1/3 are country programmes, currently supported through the governance structures of ActionAid International. ActionAid Spain (Alianza) is a member of the ActionAid federation with a separate board of governance.

## Role Overview

The purpose of the role is:

To fill the position Finance Advisor for partners and monitoring of the project.

The role reports to the Finance Response Manager

## Main Activities

### Partner relations

- Advice to the local partners on the financial monitoring of the projects.
- Direct monitoring of project implementation with the local partners.
- Accompaniment in the resolution of doubts and queries.
- Receipt of scanned documentation, ordering and sending it to the headquarters in Madrid.
- Review of the reports of the local partners in the field
- Participation in the identification of weaknesses of the local partners.
- Monitoring of compliance with the reporting calendar of the local partners and with the headquarters.

### Financial Management of the project

- Financial monitoring of the humanitarian aid project according to the funder's specifications.
- The financial monitoring of the emergency
- The reporting of expenses must be completed, will be responsible for compiling the information and preparing all the necessary reports for their justification
- Conciliación de los informes de proyecto
- Gestión de toda la documentación económica vinculada al proyecto de las socias y Alianza países.
- Facilitar la información para la gestión del riesgo del departamento.

### Accountancy

- Preparation and assurance of the adequate control of the accounting associated with the project.
- Ensuring adequate control of the financial accounting of the organization's investees in relation to the project.

### Treasury

- Monitoring and control of the cash flow associated with the project.
- Monitoring and control of the cash flow of the organization's investees in relation to the project.

### Auditing

- Control, monitoring, and preparation of data relating to all fiscal matters

### Others

- Other functions associated with the financial management of the project or required by the Department Management.
- Implementation of the security protocol under the instructions of the safety and security lead and the organizational policies.
- Implementation and respect the internal policies of the organization, with particular importance the SHEA and safeguarding policies.
- Ensure all staff and partners are inducted on sexual exploitation and abuse and safeguarding standards, including setting up clear reporting channels for feedback and complaints on child protection, safeguarding and PSEA.,

### **Location**

- The selected person will perform his/her duties in Rzeszow (Poland). Roving all the countries Poland, Romania and Ukraine.
- The selected person must make as many temporary transfers and trips as necessary within the response areas for the correct performance of their duties and tasks.

### **Requirements Essential**

- Relevant educational qualification in Economics, Management, Accounting or other related field.
- Ability to proficient use of Excel
- At least 5 years of demonstrable experience in similar positions in national or international development cooperation organizations, including specific and demonstrable experience in economic-financial and fiscal reporting.
- Analytical skills
- Demonstrated facilitation and negotiation skills.
- Excellent writing/ communication and computer skills– writing clearly in different ways for different audiences.
- A self-starter, requiring little supervision to prioritise tasks and produce high-quality work under pressure
- Experience of working in a diverse team and build good relationships with people at all levels and cross-culturally
- An ability to absorb and analyse information
- Excellent inter-personal and problem-solving skills and diplomacy

- Consultative and empowering working style and willingness to learn from others
- Fluency in written and spoken English is essential. Fluent Spanish is an asset
  
- A strong commitment to AA's vision, mission and values, especially the rights based approach and the principles of equal opportunity as outlined in ActionAid's Code of Conduct.
- A strong commitment to embedding feminist leadership and ActionAid's humanitarian signature.
- A strong commitment to adhering to and promoting ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk)
- Understanding of and commitment to women's rights and cultural sensitivity.
- Understanding of and commitment to humanitarian principles and minimum standards for disaster response, including the NGO/Red Cross Code of Conduct, Sphere Standards, Core Humanitarian Standard, ActionAid's human security in emergencies and conflict strategy and approach, and security and policy procedures.
- A commitment to the importance of downward accountability to rights-holders and transparency in humanitarian response.
- Ability to work well under pressure and in response to changing needs and willing to live and work in difficult conditions and travel extensively at the field level.

#### **Desirable:**

- Experience of working in an emergency response situation
- Experience of working outside of their home country

#### **Conditions**

- ✓ 12 months contract according to the organization salary scale and conditions
- ✓ Starting date: immediate hiring.
- ✓ Location: Poland, travelling in the country to Project implementation areas.

#### **How to apply**

Applications must be submitted before the 15<sup>th</sup> of November by email to: [rrhh@aporsolidaridad.org](mailto:rrhh@aporsolidaridad.org) with reference **"FINANCE ADVISOR FOR PARTNERS"** in the email subject. CV and motivation letter to be included.

*ActionAid is committed to preventing any unwanted behaviour at work, sexual harassment, sexual exploitation and abuse, lack of integrity and/or financial malpractice; We expect all of our staff and volunteers to share this commitment and our code of conduct, as well as other related policies. Only those who share our beliefs and code of conduct will be selected to work for us.*