

Job/Role Title	Head of Corporate Services
Division	Internal Facing
Grade	G
Location	Regional
Responsible to	Dual Reporting to Regional Director and Director, Financial Management
Date	January 2023

Role Purpose: To lead effective and efficient management of the regional budgets, local compliance, office operations and support, as required to the Regional Team with financial oversight and contracting.

Context of role:

- This role is responsible for Financial Management, local compliance, oversight of HR Administration and Office Management.
- It is an internal facing role focused on smooth running of the Secretariat operations, creating a 'can-do' environment and more streamlined ways of working.
- It is part of the Regional Senior Management Team and will support AOCs with financial oversight and contracting.
- The Membership Support & Development Team will provide the MA facing support direct to MAs.
- The role has dual reporting to the Regional Director and to the Director of Financial Management.
- The role is part of the vertically integrated Finance, Admin & IT function and will:
- support the development, evolution and implementation of global systems, processes, reporting requirements and reporting standards.
- interface/have key dependencies with the global Finance hub based in Delhi who will process payment transactions, financial analysis and consolidated project financial budgeting and reporting.
- The designated roles for HR Administration and/ or IT, wherever available, will have dual reporting to the Corporate Services Lead and to the dedicated People Business Partner and Head of Information Technology (where applicable).
- This role will also have an interface with the Director of Global Risk and Assurance.

Management reporting – will depend on the size/scale/location of the Regional office:

- It will include: HR & Office Administration, in-house or outsourced IT support staff.
- It may include: Financial Officer, Office Administration, Office Facilities, Travel Expedition staff.

Role Deliverables

Finance & Administration:

- Leads budget management, forecasting, funds allocations and reporting in Region.
- Leads on the effective and efficient implementation of accurate data entry and uploads including time-sheet management, grant release requests and invoices/ bills.
- Oversee outsourced payroll and payroll related taxes/insurances/adjustments. Ensure timely upload of all local statutory and payroll payments.
- Supports AoCs/ Fund raising teams in the preparation of budget for fund raising proposals.
- Ensure timely local procurement allocation, requisition and acceptance of local procurements.
- Engage and collaborate with procurement officer in the hub to coordinate procurement of other services and goods.
- Engage with compliance officer in the finance hub to ensure adequate protocols and calendars are in place to ensure all local statutory compliances are met.
- Responsible for local statutory compliance and reporting including registrations, ministry relationships and banking relationships.
- Oversight of office management/security and travel management.
- Oversight of effective HR Administration.
- Oversight of effective local IT support and hardware asset management.

Risk & Assurance:

- Leads, plans and implements the identification, reporting and mitigation of risk, including security and safety.
- Leads local audits & in responding to corrective actions.
- Support global audit processes – both internal and external.
- Support the AoCs and Director of global Risk and Assurance with advice on any financial wrongdoings investigation at the Member Association/ partner level.
- Advocates and implements progress/outcomes on any financial wrongdoing investigations which will be outsourced.
- Support AoCs with MA Contracts prepared to global template, including advising on any regional variations, to be signed off by Director, Global Risk and Assurance.
- Safeguarding and Incident Management: RIRU Leadership and incident co-ordination for MA Financial wrongdoing.

Key Skills/Expertise:

- A qualified Accountant or significant Accounting experience with a track record of managing planning and budgeting cycles including rolling quarterly forecasts.
- Experience of managing a broader office operation, team management and creating the appropriate balance of support and challenge.
- Experience of value for money decision making processes.
- Experience of allocating and managing requirements of restricted donor funding and pooled funding.
- Experience of working with global systems/processes.
- Experience of local jurisdictional/ statutory requirements including knowledge of reporting and registration requirements for the geographic location of the post.
- Evidence of setting and managing robust standards of performance and compliance with a strong eye for detail and accuracy.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Demonstrates good judgment and decision-making, including when to engage help.
- Excellent analytical skills and evidence of using quantitative /qualitative data to inform decision-making.
- Excellent excel, writing and reporting skills in English and has other languages like French, Spanish, Arabic as required within the Region
- High level of organisation skills, planning, time and team management with the ability to adapt to changing needs.
- Collaborative and open style of working with ability and willingness to work in and lead a diverse and multicultural environment that role models respect of all cultures, inclusion and no discrimination
- Demonstrates an understanding of and commitment to safeguarding in local and international context and builds a safe work environment.

Agree to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment'.