



Job description

Regional Partnership Finance Manager

The joint initiative Regional Development and Protection Program (RDPP) is focused on supporting livelihoods and protection for Syrian refugees and their host communities in Jordan and Lebanon. The donors behind the initiative is Austria, Czech Republic, Denmark, EU, Ireland, The Netherlands and Switzerland. RDPP has a total budget of EUR 50 million for 2023-2026. The RDPP is a delegated partnership managed by the Embassy of Denmark with RDPP team members based in Amman and Beirut.

The responsibilities as Regional Partnership Finance Manager is to support the partnerships under the Regional Development and Protection Program for Jordan and Lebanon in the management of the grants received for project implementation. The tasks include support to development of project budgets, assessment of financial capacities, regular monitoring of financial management and implementation, support to audit processes, and supporting building capacities of partnerships, where relevant. The position will work in close coordination with the RDPP focal points for the partnerships as well as the Regional Program Finance, Logistics and Data Manager on the overall RDPP financial management and related issues, such as reporting of irregularities, results reporting and similar issues.

The position is regional supporting partnership in Jordan and Lebanon and the contract signed with the Embassy of Denmark in Beirut. Regular monthly travels to Jordan is expected.

Management line: Reports to Program Manager

Place of service: Embassy of Denmark, Beirut

The main duties of the position include:

Support to RDPP partnerships:

- In collaboration with the Localisation and Capacity Development Specialist, conduct partner assessment prior to entering into the partnership commitment, prepare report and recommendation, and present finding to the relevant RDPP team members for common review of risk and follow up planning
- During project development phase, support the potential partners to develop the budget in adherence to relevant MFA guidelines
- Develop a risk-based monitoring plan for financial monitoring of the partnerships in accordance with the partner assessment and in coordination with the RDPP focal points for the relevant partnerships. Review quarterly together with RDPP team



- Ensure timely implementation of the financial monitoring visits in collaboration with RDPP focal points. Develop a report with relevant finding and recommendations for follow up after each visit to be discussed with relevant RDPP team members.
- Review budget and budget revisions submitted by partner, including due diligence analysis, cost-benefit analysis and adherence to relevant guidelines. Provide input from analysis to the relevant team discussions on the partnership
- Develop annual forecast expenditure overview for the partnerships.
- Support the partners in the annual auditing process, including approval of audit companies pre-selected by partners. If relevant, decide with Regional Program Finance, Logistics and Data Manager to pre-identify limited auditing companies to support the audit process.
- Review financial reporting and audits from partners. Together with RDPP focal points for partnerships, follow up with partners on relevant points as needed to ensure quality reporting and adherence to relevant guidelines
- Ensure that partners are knowledgeable of the Danish MFA guidelines on anti-corruption and procedures for handling financial irregularities.
- Support arrangement of training of partners on anti-corruption and other related financial capacity development measures identified, as needed

Support the overall financial management of the program:

- In collaboration with the Regional Program Finance, Logistic and Data Manager
 - Support the preparation and reviews of the overall program budget
 - Provide input to the annual financial report for the RDPP donors, including graphic analysis of progress
 - Where relevant, support the annual audits of RDPP, including the RDPP audit of partner audit reports
 - Support preparation of annual work plans and budget forecast, when requested
 - Support and contribute to bi-annual Financial Monitoring visits by finance specialists from the Danish Ministry of Foreign Affairs. Ensure timely follow up on recommendations, as needed
 - Update Project management Tool monthly and share with RDPP team

General:

- Immediately alert the Program Manager in case of suspicion of irregularities at any level of program implementation
- Any other required duties as assigned by the RDPP Management to assure proper program implementation

Qualifications

- University degree in finance management or accounting or relevant corresponding education.
- Minimum five years of professional experience working with humanitarian or development cooperation (i.e. for an embassy, international or multilateral organization, international or national non-governmental organizations).
- Experience in developing, implementing and monitoring of output based budgets for humanitarian or development projects



- Proven experience in monitoring financial implementation at the end-beneficiary level, management of cases of irregularity, and related issues.
- Experience with capacity assessments of civil society organisations in relation to their financial management capacities, including engaging in dialogue and developing plans for follow-up
- Proven ability to analyse large data sets and contribute to assessment of overall achievements and results in cooperation with team members, including value-for-money etc.
- Proven ability to apply good practice and principles when working with partners in an advisory capacity, including engaging at different levels of the organisation
- Knowledge of the Syria crisis and forced displacement.
- Strong written and verbal communication skills.
- Ability to work independently and in a team.
- A structured mind-set and excellent planning and coordination skills.
- Strong interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Excellent knowledge of spoken and written English and Arabic.
- Willingness to frequently travel.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of tasks.
- Complex and meaningful tasks.
- Opportunities for further development of your professional and personal competences.
- A large degree of ownership and independence in your daily work.

Employment conditions

- You will be offered full time employment until June 2027 based on a local contract based on the Embassy of Denmark's staff rules.
- Your standard working hours will be 37 hours per week, while the position is without upper working hours limits due to the regional travel
- Employment will start as soon as possible, starting with a probationary period of three months.
- You will be entitled to five weeks of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results. You and your dependent family members will be offered reasonable coverage of medical expenses.
- The position is subject to the Embassy of Denmark's terms and conditions for local staff.



Application and recruitment process

To apply for the position, please send your application (motivation letter, CV, proof of relevant education, recommendations and 2-3 references) in English to rdppme@um.dk marked *title of the position applied for* in the subject line no later than 31st of March 2024.

The Embassy is an equal opportunities employer and welcomes applications from all qualified persons regardless of race, sex, religion, age or disability. Only shortlisted candidates will be contacted. Selected candidates will be invited for interviews – expected to take place during the week starting the 8th of April 2024. Selected candidates might be requested to take a test during the week starting the 1st of April 2024. Language proficiency and other written and/or oral tests may be performed as part of the interview process. Any employment is contingent on the presentation of a “No Criminal Record” and a successful security clearance by the Danish authorities.

By sending your application, you actively consent to the Embassy of Denmark processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark’s [webpage](#).

Questions

If you have questions regarding the position, please write to rdppme@um.dk.

About us

The Embassy of Denmark is part of the Danish Foreign Service and covers Lebanon, Jordan and Syria. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 30 employees, 12 of whom are diplomats.