

JOB DESCRIPTION

Job Title: Humanitarian Finance Business Partner
Location: Global
Department: Business Partner services
Grade: UK Grade E or equivalent according to location / type of contract

Background

HelpAge International is a registered charity in the UK, leading an international network focused on ageing issues and supporting older people globally. HelpAge works with 171 partners in 90 countries to help older people claim their rights and challenge discrimination and poverty, so that they can lead dignified, secure, active and healthy lives. HelpAge operates through a Global Team with staff based across the world. Through this structure HelpAge delivers its Strategy 2030.

HelpAge and Strategy 2030 – delivering real impact for older people

HelpAge International works with partners and a diverse global network of more than 171 organizations across 90 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By working together we aim to help inspire a movement for change and through ensuring all our work promotes older people's wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

Since the launch of our strategy in January 2020, the world has changed in profound ways. We are still experiencing the impacts and consequences. Recognizing and anticipating these important and fundamental shifts, HelpAge International is evolving and transforming itself to be relevant, impactful and viable. As a result, we are reconfiguring our organizational design and resources in the following ways:

- Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally.
- We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work - humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership.
- A keyway of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build

collaborations and support others to set their own agendas.

How you can make a difference

At HelpAge International, we offer a unique and exceptional career experience to bring positive and lasting change in the lives of older persons. As countries prepare for and adapt to population ageing, you can make a difference at a critical juncture to how societies, economies and institutions adapt to this change. Guided by our commitment to our values of impact, learning, partnership, and inclusion (see [values](#)), you will work with talent like yourself and partner with other agents for change to bring systemic change and impact at scale. By acting as a supporter, convener and thought leader, together, we can make an impact that matters for older persons and their communities. HelpAge International offers you an inclusive, collaborative workplace and innovative environment.

This is a critical time for HelpAge International as we seek to transform the ways the organization works and brings value. We are looking for exceptional individuals who will explore new opportunities to create value, to find new avenues, unique ways and novel partnership and collaborations to reach our shared goals. We are looking for talent which thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries. We are seeking individuals, with an entrepreneurial mindset, who can work across diverse areas of our work, who can leverage both their unique expertise and deploy a wider range of experiences and competencies.

What you will do

Department information

The role of the Business Partner Services Department is to:

- Establish and provide an efficient (internal) client focused services that allows HelpAge's teams and partners to deliver on the 2030 strategy.
- Provide professional business support services to portfolios, projects, and teams across the organization.
- The Department includes finance, human resources, operations and internal audit functions.

Team info

The Finance team has the following remits -

- Develop and continuously improve on providing a secure and compliant financial service that can respond to both traditional and nontraditional programmatic opportunities.
- Support the Business Development & Transformation team with the development of Income generating models and initiatives. In addition, continuously ensure the financial safety and security of HelpAge's assets.
- Support the partner-led programming approach through combined development of systems with Global Impact and Business Development and Transformation teams to operationalise an effective partnership approach.
- Provide the oversight of risk management, and audit of HelpAge and partners work

to the Directors and the board to meet legal and best practice requirements

- In collaboration with other departments, the development of global operations protocol, facilitating the rollout, implementation and monitoring of these at the various levels that we would be engaging in at any given time.

Key areas for impact/influence and responsibilities

These outline the broad areas of responsibility in the role, but in collaboration with your colleagues, you will be able to shape and design specific activities that are relevant at any point in time. We want you to work creatively to deliver impact and respond to relevant opportunities.

With your colleagues, you will develop your teamwork plan to drive initiatives, develop ideas, as well ensure there is space for crossorganisational working and short-term tasks. From this, you will devise your individual work plan that will form the basis of your day to any activities and your performance reviews.

Finance Business Partners will be engaging with 50-60 active implementing partners, implementing 90-100 projects against 50-60 contracts from different bilateral and multilateral donors, totally £13-15m of restricted funding.

As a Humanitarian Finance Business Partner, you will -

- Support the Humanitarian team in developing and assessing donor funded project proposals and developing new products and funding.
- Ensure appropriate resources are budgeted for full cost recovery, prefinancing and Co-funding is closely monitored and managed and claims against the projects are promptly submitted and followed with the donors.
- In collaboration with Humanitarian team, assess implementing partner capacity. Support implementing partners remotely and through visits in improving areas highlighted in partner assessments, partners audits or identified during project implementation.
- Supporting implementing partners to have effective fraud and bribery mechanisms in place and follow up on incidents fraud and bribery.
- Build the financial capacity of implementing partners and national offices as part of the localisation plan.
- Review and process monthly or quarterly accounts of the implementing partners and produce and analyse financial progress reports.
- Produce donor financial reports and arrange, coordinate, and follow up on project and partner audits. Develop expertise (Champion role) in one of the following areas, e.g commercial contracting, donor compliance requirements or financial policies and use this expertise to improve HelpAge's relevant financial practices.

- Manage Projects Accountants for restricted funded projects that require. Additional financial support other than Finance Business Partner.
- Share monthly management accounts with budget holders for their inputs and appropriate action as per HelpAge International monthly financial cycle.
- Highlight to the budget holders project financial issues which require immediate attention/action.
- Support partner cash flow forecast, partner cash transfers and external party transfers for smooth flow of operations

Let's talk about you

You will be someone with:

- A part or full qualification with one of the major accounting bodies Strong hands-on experiences in working with implementing partners in complex international settings.
- Experience in developing budget proposals, managing donor contracts, preparing, and reviewing donor financial reports, coordinating project and partners audits.
- Experience of working and supporting non-finance staff and managers in reviewing financial information.
- Ability to work at strategic level in terms of funding, identifying gaps and risks and providing appropriate solutions.
- Good mastery of the English and Spanish languages.
- Ability and willingness to travel overseas, including at short notice.
- Experience in humanitarian response finance

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work you do together.
- Adapt to new directions or opportunities arising within the organization and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support,

convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations, and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures

Diversity and Inclusion

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees and extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.