

## POSITION DESCRIPTION

### Position Details

<b>Position Title</b>	Deputy Director, Finance
<b>Project/Program Area</b>	Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2)
<b>Employment Type</b>	Full-time contract position: 1 July 2022 to 30 June 2025
<b>Location</b>	Bangkok, Thailand (preferred) or within the Asia-Pacific region
<b>Responsible To</b>	Director, SKPA-2. The role reports indirectly to AFAO's Finance Manager
<b>Responsible For</b>	Senior Grants Officer and Senior Accountant and Corporate Administrator. An Office and Administration Assistant reports to the Senior Accounts and Corporate Administrator
<b>Collaborates With</b>	Representatives from the Global Fund and the Global Fund's Local Fund Agent, SKPA-2 sub-recipients, other AFAO managers and SKPA-2 staff
<b>Further Information</b>	Felicity Young, Senior Director, International Strategy

### About AFAO

AFAO leads Australia's effort to end HIV transmission. We do so on behalf of our member organisations who represent lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who use drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Our close connections with our communities provide us with rapid intelligence on changes in Australia's HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research and clinical partners.

We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. AFAO works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia's response to HIV and to highlight the opportunities we have to better meet our goals of ending HIV transmission and minimising the impacts of HIV.

AFAO supports its members by leading the national conversation on HIV, advocating for AFAO's members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities' interests.

Internationally, we foster the development of regional and country-level responses to HIV, contribute to the development of effective HIV policy and programs, and represent Australia's community response to HIV in global forums. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic.

AFAO has offices in Sydney, Australia and Bangkok, Thailand.

### Position Overview

The Deputy Director, Finance is responsible for the effective financial and grant performance, donor compliance and reporting of the SKPA-2 program.

SKPA-2 is a three-year, USD\$12.5m program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria for the period 1 July 2022 to 30 June 2025. The program follows from and significantly extends the successful SKPA-1 program, which will be completed by June 30, 2022. AFAO is the Principal Recipient.

SKPA-2 aims to improve the sustainability of evidence-informed, prioritised HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability
2. Improve strategic information availability and use
3. Promote programmatic sustainability
4. Remove human rights and gender-related barriers to services.

SKPA-2 is led by a Director who works for a consortium of partners to implement the program. The consortium includes both country and regional sub-recipients. The WHO and UNAIDS contribute as technical partners.

Comprehensive planning for SKPA-2 has already been undertaken and a detailed performance implementation plan has been developed. It is expected that following a brief orientation and familiarisation, the Deputy Director, Finance will immediately participate in program implementation.

## Key Responsibilities

### *Strategic leadership*

- Lead, manage and ensure effective and high-quality financial and grant performance, donor compliance and reporting
- In conjunction with the Director, liaise with the Global Fund's Local Fund Agent to ensure compliance and reporting and with AFAO's Finance Manager, based in Sydney, Australia, for financial oversight
- Participate as a member of the SKPA-2 management team
- Provide support to the Director and Chief Executive Officer as a member of AFAO's leadership team and perform other duties and responsibilities as assigned.

### *Technical, financial and performance management*

- Oversight of all financial matters in budget development, monitoring, reporting and compliance, including management of the finance and administration staff and the establishment and maintenance of financial management systems
- Oversee the payroll and ensure compliance with industrial requirements for all employees
- Ensure that all re-programming, re-alignment, and re-classification of grant monies are recorded and tracked
- Recommend enhancements, where necessary, to systems of internal controls, compliance and risk management
- Establish best practices to achieve high standards of sub-recipient financial and grant performance and reporting, take early and effective action to remediate problems and make recommendations for the redeployment of resources to achieve program objectives
- Maintain a Financial Procedures Manual, Grant Management Manual (including sub-grants) and other documentation to achieve consistent, high-quality financial management and reporting by AFAO and sub-recipients
- Adopt continuous learning and improvement processes in all aspects of the position.

### *Global Fund grant management and financial control*

- Work with the Global Fund's Local Fund Agent and grant auditor to provide information and respond to requests and ensure compliance with Global Fund and AFAO policies and procedures.

### *Reporting and documentation*

- Liaise with the Senior Monitoring, Evaluation, Research and Learning (MERL) Specialist for the design and maintenance of the financial data component of SKPA-2 program dashboard and reporting through the Global Fund's Progress Update and Disbursement Request process
- Authorise and ensure the quality and timeliness of periodic financial reports in the agreed formats
- Lead the preparation of annual budgets and work closely with program colleagues to coordinate the development of program work plans.

### *Stakeholder liaison and networking*

- Liaise on financial matters with sub-recipients, UNAIDS, WHO, key population civil society organisations and host country governments and other partners.

### *Human resources management and development*

- Supervise the Senior Grants Officer and the Senior Accountant and Corporate Administrator and undertake employee performance reviews and performance management
- Manage and ensure effective business operations including human resources management, office and administrative functions, facilities and equipment management and monitor security, health and safety risks and hazards in the workplace
- Liaise closely with AFAO's Finance Manager and act in accordance with their directions to ensure the alignment and integrity of AFAO's overall business and financial systems
- In collaboration with the Senior Accountant and Corporate Administrator support the effective operations of the AFAO Foundation, including its employment and human resources management, external audit processes and auditor liaison, reporting to Thai authorities and compliance with Thai legal and regulatory requirements.

## Selection Criteria

### *Essential*

#### *Qualifications and experience*

- Master's degree or higher (or demonstrated other experience) in accounting, finance or business management and demonstrated capacity to meet the financial and grant management requirements of a Global Fund Principal Recipient
- At least 10 years' experience at a senior level in the management of financial and budgeting processes within a non-government organisations or other business setting
- In depth knowledge of Global Fund grant agreements, operational policies, financial processes, compliance and grant regulation requirements or demonstrated capacity to develop this knowledge
- High level capacity to critically analyse financial and grant information and proactively identify requirements and offer recommendations and solutions
- Excellent attention to detail and organisational skills with a methodical approach to manage concurrent priorities and meet deadlines
- Experience of continuous quality improvement in financial management and an ability to assist in setting quality standards
- Capacity to travel within the region up to approximately 40% of the time.

#### *Competencies*

- High level Excel and other database skills
- Excellent knowledge of English and strong oral and written communication
- Strong ability to facilitate working meetings on online communications platforms and experience working remotely and coordinating activities across multiple time-zones
- Demonstrated interpersonal and teamwork skills in a fast-paced work environment
- Ability to prioritise tasks, take initiative, and independently manage competing demands.

### Desirable

- In-depth knowledge of Global Fund grant management, rules, procedures and compliance requirements is highly desirable and/or demonstrated experience with other international donors
- Understanding of and commitment to community-led action for health and other issues affecting key populations and people living with HIV
- Experience with the SunSystems accounting package or demonstrated capacity to rapidly achieve proficiency.

### Core Qualities/Attributes

The successful applicant will:

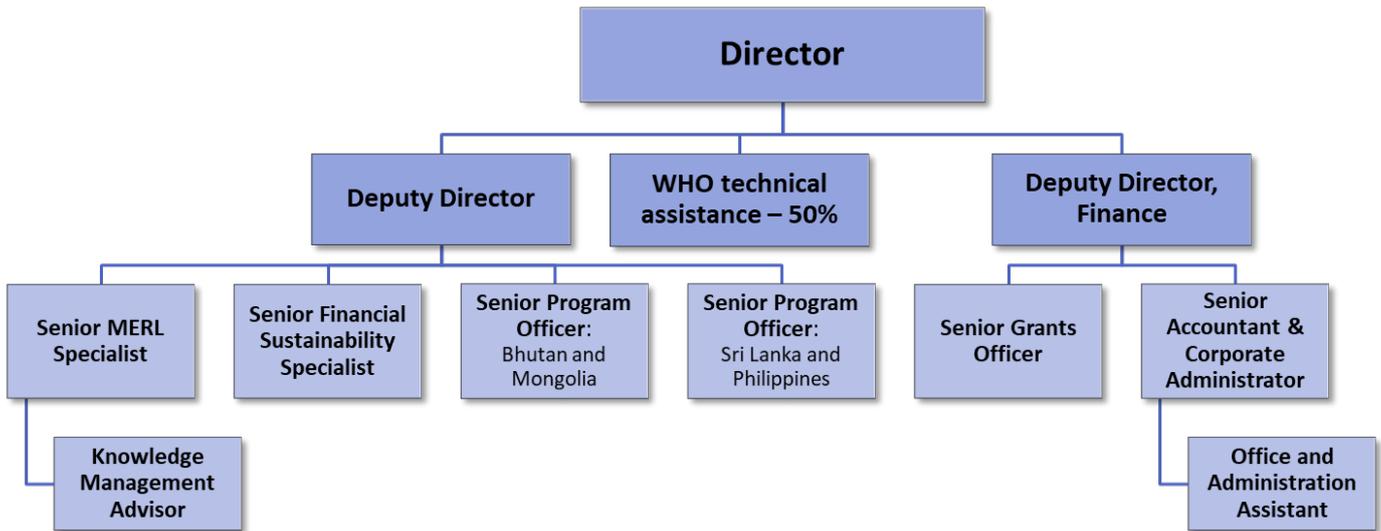
- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program
- Demonstrate flexibility in leadership and management styles
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

### Other Requirements

- All AFAO personnel must adhere to AFAO’s Code of Conduct and corporate policies. These can be made available upon request.
- AFAO is committed to safeguarding and promoting the welfare of children young people and vulnerable adults, and any offer of employment is contingent on completion of a National Police Check and signing AFAO’s Safeguarding Code of Conduct.
- AFAO is an equal opportunity employer. We value inclusion, diversity, and gender equality. As part of our commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

<b>Position Description:</b> Deputy Director, Finance			
<b>Version</b>	1	<b>Reviewed</b>	2 May 2022
		<b>Approved</b>	2 May 2022

## SKPA-2 Organisational Chart



## AFAO Organisational Chart

