**Annex A**

**Terms of Reference**

**Title**: Finance and Operations Manager

**Scope of Work**:

[Serve the Company in the capacity as Finance and Operations Manager of the Company for Singapore (the “**Territory**”) with the objectives of:

The role is responsible for the ongoing financial management, growth, development, and sustainability of the office including support for business development and business continuity of operations (policies, payroll, billing, accounting, client management, reporting, etc.). The role requires planning, coordinating, and overseeing various business functions of the company.

The role is responsible for supporting the senior management and central teams to execute key strategies. They are highly motivated with great communication skills and understanding of financial and operational management.

They will work closely with the Country Manager to ensure that the major objectives of the organization are clearly communicated, well understood, and executed upon. They will track key initiatives and help with execution/planning and ensuring that initiatives are documented and executed in a very timely manner.

***Operations***

***Finances and Compliance***

* Demonstrate in-depth understanding of revenue/expense and cash flow management.
* Work closely with Central Finance and review the Xero financial system for Singapore and Philippines on a periodic basis and ensure data quality of the accounting numbers.
* Assist with contract management and receivables processing.
* Develop monthly break down of budget, monitor rolling cash forecast on a weekly basis and ensure effective management of funds.
* Coordinate revenue management, including billings for services and fees.
* Coordinate expense management and ensure all payments are against valid contracts including analysis of budget to actual and explaining variances.
* Create IOMs related to all payments, present for approval of Regional Director and CFO, and ensure internal control processes are strictly adhered to.
* Ensure finalization of payroll and expense management through expensify and interact closely with Central Finance for review and approval process.
* Ensure handling of monthly compliance related matters related to Singapore and Philippines and generate periodic compliance certificate.
* Coordinate with independent auditors to complete annual financial statement audits and certificate required for donors.
* Handle effective records management in close coordination with Central office.

***Human Resources***

* Maintain and ensure that personnel records are up to date and secure (vacation, follow up on staff contracts, etc.).
* Implement and Manage time sheets of staff, salary, hours, contract labour to revenue
* Support the independent payroll office with the submission of payroll
* Responsible to organize staff orientation for newly joining staff
* Follow up on completion of the annual performance review process
* Work closely with the Regional Director and Human Resources Director on staff development / capacity building initiatives

***Administration***

* Assist with the implementation of new policies and procedures, maintain company files and documents.
* Keep management informed by reviewing and analyzing reports, summarizing information and identifying trends.
* Develop and monitor Key Performance Indicators (KPI’s) for the organisation.

***Management***

* Manage reporting and executes timely and accurate analysis of performance, including revenue, organic growth, and retention.
* Maintain accurate and up to date records of the financial affairs of the business.
* Coordinate with the central finance team to achieve financial objectives by preparing an annual budget, scheduling expenditures, analyzing variance and initiating corrective actions.
* Understand and record financial impacts of intergovernmental and other agreements, assesses bookkeeping systems, researches, and recommends improvements, and prepares long-range financial projections.
* Support infrastructure and growth platforms to enable the firm’s ability to achieve scale.

***Business Development***

* Perform financial and data analysis as requested on business development opportunities.
* Maintain and support proposal management systems (Pipelines, CRM, Proposal Development, etc.)
* Ensure client proposals are competitive, consistent, and profitable.
* Work effectively with the team to help create an open and collaborative environment to develop best practices with clear, concise, and direct information flow.
* Interact and collaborate effectively with senior management and the central team.

**Dual Reporting**:

Reporting to the Regional Director, Southeast Asia and Chief Financial Officer.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and effect from January 01, 2022 to December 31, 2024.