

ICMPD Job Profile

Head¹ - Financial Management and Budgeting Unit

Functional Overview

The Head of Financial Management and Budgeting Unit ensures the delivery of efficient and effective financial management and budgeting processes that directly contribute to ICMPD's organisational goals. Reporting to the Director for Management, the position leads the unit to achieve results in financial planning, compliance, and resource allocation. They lead the development and refinement of financial management and risk strategies, and well as the management and implementation of financial system and processes, ensuring ICMPD's financial framework is robust and compliant with international regulations. In coordination with executive management, they lead the development of annual and multi-year strategies and ensure execution aligned to strategic priorities, ensuring optimal resource utilisation and financial sustainability. Through effective financial policy development, accounting and reporting standards are established, monitored, and maintained to ensure compliance and inform strategic decision making. By overseeing ICMPD's treasury and investment management strategies, they ensure the organisation's financial health is sound and resilient to global changes. By providing actionable financial insights and ensuring robust operational systems, the role supports organisational decision-making, strengthens financial resilience, and aligns financial practices with ICMPD's strategic objectives.

Key Results

Financial Management and Risk Mitigation: Financial systems and processes are implemented and managed to ensure operational efficiency, transparency, and compliance with ICMPD's policies and international standards (IPSAS). Financial and risk management strategies are refined to safeguard ICMPD's assets, optimise resource utilisation, and maintain financial resilience. Comprehensive income and expenditure projections, stress testing models, and liquidity analyses are conducted to support sound decision-making. Effective measures are introduced to mitigate external financial risks and strengthen organisational accountability.

Budgeting and Planning: Annual and multi-year budgets are developed and executed to align with ICMPD's strategic priorities, ensuring resource optimisation and financial sustainability. Financial forecasts and detailed analyses support resource allocation and programme delivery. Budgetary performance is monitored, and timely adjustments are proposed to maintain stability and flexibility. Cost centres and charts of accounts are maintained and adapted to address evolving operational needs and enable accurate financial tracking.

Accounting and Reporting: Accounting policies are maintained, developed, and implemented to meet evolving standards and ensure compliance. General ledger, receivables/payables, and cash flows are systematically reviewed for accuracy and completeness. Statutory audits are effectively managed, with timely preparation and submission of financial reports in line with IPSAS. Fixed assets policies, including decisions on

¹ This profile is classified at IP5.

capitalisation, amortisation, and depreciation, are maintained to support robust accounting practices. Internal and external reports are produced to demonstrate compliance and accountability to donors and stakeholders.

Treasury and Investment Management: Treasury strategies are designed and executed to optimise cash flow, manage liquidity, and mitigate financial risks. Market trends and regulatory developments are monitored to inform treasury operations and investment decisions. Digitalisation of payment systems enhances efficiency, reducing manual interventions. Foreign exchange risks are managed with targeted mitigation strategies, while relationships with global financial institutions and cash providers are maintained to support ICMPD's financial objectives. Substantive input is provided to develop and refine investment policies.

Team Management: Respective teams are effectively managed and coordinated, ensuring high-quality and timely delivery of objectives. Regular guidance and feedback are constructively provided, and team members are kept informed of relevant developments, strengthening their commitment to ICMPD's mandate and strategic goals. Direct supervisees are effectively mentored and motivated, fostering a culture of continuous improvement, and performance is consistently assessed through ICMPD's Performance Management process to drive individual and team success.

Required Expertise

- Capability to analyse complex situations, understand the critical aspects, and make timely decisions based on sound judgement.
- Capability to anticipate risks, and to plan and implement contingencies and mitigation measures at an institutional level.
- Ability to build relevant partnerships and alliances with key stakeholders and partners and recommend opportunities for collaboration.
- Ability to streamline financial processes, enhance operational efficiency, and implement ERP systems.
- Ability to provide financial advice and prepare high-quality reports aligned with donor and regulatory requirements.
- Strong analytical skills with demonstrated capacity to interpret international financial trends and provide actionable insights.
- Advanced expertise in financial management, including corporate budgeting, financial controlling, and compliance with IPSAS or IFRS.
- Demonstrated knowledge of financial regulations, financial instruments, and risk management strategies.
- Demonstrated knowledge of global banking systems, investment instruments, and treasury operations.
- Familiarity with monitoring, evaluation, and learning tools for tracking progress toward results and documenting achievements.
- Well-developed leadership qualities in a diverse and international environment.

Qualifications, Experience and Language Skills

- Master's degree in finance, banking, accounting or related field.
- Professional financial certification (i.e. Chartered Certified Accountant, Certified Public Accountant, etc) is an asset.
- Minimum of 10 years of progressively responsible relevant experience in the field of finance, financial management, accounting, or budgeting in an international context.

- Demonstrated experience in leading diverse teams, fostering collaboration, and delivering measurable results through effective management.
- Excellent analytical, conceptual, drafting, and organisational skills.
- Excellent coordination and management skills.
- Strong advocacy, communications, and negotiation skills.
- Proficiency in (verbal/written) English, proficiency in one of the languages of the Region is an asset.
- Proficiency in the use of standard IT tools.