

ROLE PURPOSE

Role Title: Cluster Finance Manager	Division: Shared – Programs & Partnerships and Enabling Services	Location: Addis Ababa, Ethiopia	Date: September 2025
Employment type: Full time, Permanent	Reports to: Shared - Cluster Director, and Group Finance Director	Number of direct reports: TBA	Leadership Band: Leads Others

Context of reporting lines for the role:

The Cluster Finance Manager reports to the Cluster Director, who provides functional leadership for this finance position. The role connects professionally and technically with the Group Finance Director / Finance Manager to ensure alignment, shared learning and global coordination. The position leads the host country finance team, while also fostering collaborative, professional and financial oversight relationships with finance colleagues across cluster-supported countries (Rwanda and Eritrea). The role will directly support with all financial management role for Eritrea program.

Purpose of the role:

The Cluster Finance Manager is accountable for ensuring the financial stewardship of the resources committed to the cluster (Ethiopia, Eritrea and Rwanda); providing effective leadership to the finance teams within the cluster; serving as the primary point of guidance for all cluster related Enabling Services matters; ensuring all local regulatory and statutory requirements are seamlessly addressed; providing technical financial leadership to the programming leadership teams for all internal planning and grant development, and associated reporting; and leading the capacity-building and supporting financial systems strengthening initiatives across the cluster; these supporting the strategic intent and design, and operational delivery of Programs Implementation and Enabling Services divisions that are aligned to The Foundation's strategic framework.

The Cluster Finance Manager will own the outcomes of:

1. Organise and oversee the effective and efficient stewardship of resources and systems for the cluster, country offices, partner's finances and financial systems through effective implementation of financial and administrative policies and procedures in alignment with local legal / statutory requirements and global frameworks from the FHF Sydney Office and local legal and statutory requirements and represent finance in external engagements as needed.
2. Representing the cluster actively participate in the Global Finance Leadership Team (GFLT), bringing programmatic and locally grounded insights to the financial challenges of the organisation, as well as providing cluster leadership and guidance for all facets of Enabling Services divisional support including liaising with Global Office on matters requiring escalation, support or clarification.
3. Lead the annual budget development processes that includes managing the annual forecasts, full life of project, and detailed activity budgets, and ensuring compliance of program expenditures with approved budgets; ensure the consistency, inclusion, and accuracy of costs and that they comply with agreed policy and practices, and work with staff in developing budgets for technical activities as necessary. Revise overall and sub-budgets as needed throughout the full year forecasting cycle.
4. Oversee the financial design and implementation of grant applications and grant budgets, making recommendations to the programs teams to improve the effectiveness and efficiency of grant funds, ensuring transparent reporting of all financial risks and unfunded costs identified in grant bid development process and during project implementation, and work with program staff, country office, and partners to draft, manage, monitor, report and analyse the implementation of grant
5. Assist in identifying the key financial skills, capabilities and resource needs of staff and co-design, structured solutions to strengthen or otherwise address these, including mentoring, coaching and formal development programs, and actively and regularly reviewing the performance of these initiatives to understand impact and adapt as required.
6. Working collaboratively alongside partners to continuously assess and provide supportive feedback and advice on areas of improvement to strengthen internal controls, financial systems and processes to strengthen the management of their projects
7. Provide strategic oversight across country office finance functions, ensuring alignment with cluster priorities and global financial direction. Act as the cluster finance lead in cross-country planning and decision-making, driving integration between finance, program, and operational strategies.
8. Provide high-level guidance, support and performance oversight to country finance colleagues. Facilitate structured performance reviews, foster collaboration across countries and nurture the development of a strong finance talent pipeline within the cluster.
9. Facilitate the engagement of reputable audit firms in country offices to promote sound financial management, transparency, and adherence to best accounting practices. Provide support in addressing audit findings and actively participate in both audit inception and closeout meetings.
10. Other tasks as assigned by the Cluster Director and/or Finance Director.

Our Capabilities:

As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.



Essential Experience:

- 10 years + experience in Financial Management, including 5 years + Grants Administration experience with international donor programs.
- Proven leadership and capacity in negotiation and conflict management
- Project management development and implementation
- Experience in program development, budget development and monitoring.
- Extensive knowledge of institutional donor requirements, and knowledge of contracts and agreements
- Strong leadership, mentoring, management, planning, analytical, and organizational skills demonstrated by ability to work both independently and within a team, assess priorities, and manage a variety of activities with attention to detail.
- In-depth knowledge of project/program management.

Skills:

- Exceptional interpersonal skills - highly effective interpersonal and communication skills that are open, direct, and diplomatic
- Outstanding organisational and time management skills
- Strong change management skills
- Flexibility and adaptability
- Ability to build and maintain strong relationships with a wide range of stakeholders
- Outstanding analytical and problem-solving skills.
- Capacity to work effectively in cross cultural / mixed language environments.
- Exceptional attention to detail.
- Excellent capability utilizing Microsoft Office, reporting, and accounting software.
- Coaching and capacity building skills
- Ability to work independently & as part of a team

Desirable Experience:

- Global experience in a multinational commercial organization or NGO.
- Experience in the international development or Not for Profit sector.
- Experience working in a regulated environment.
- Experience with Sun Systems or other ERP finance systems and business intelligence tools.

Qualifications:

Masters's degree in finance, Accounting or related field.
Chartered Accountant or Certified Practicing Accountant/ACCA.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

International / Domestic

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

To work in The Foundation, you will:

- Be eligible to work in the country/region where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children