



Greenpeace South Asia

## Job Description

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| <b>Job title:</b> Regional Finance Manager  | <b>Department:</b> Organizational Support |
| <b>Reports to:</b> Organizational Director  | <b>Location:</b> Colombo- Sri Lanka       |
| <b>Purpose of role:</b>   |   |
| <p>The Regional Finance Manager is responsible for providing strategic financial leadership, oversight, and support to country offices within GPSA. This role ensures the integrity and effectiveness of financial operations, promotes compliance with organizational policies and local regulations, and supports informed decision-making through accurate financial analysis and reporting.</p> <p>The Regional Finance Manager plays a key role in strengthening financial systems and controls, building the capacity of finance teams, and contributing to the overall financial sustainability and accountability of the organization.</p> <p>In close collaboration with fundraising and program teams, the Regional Finance Manager plays a critical role in aligning financial planning with resource mobilization efforts, advising the organizational director on long-term financial risks, mitigation plans, and financial stability.</p> <p>This position is the main contact point for GPI for Global Greenpeace finance matters and reporting.</p>  |   |
| <b>Key Responsibilities:</b>  |   |
| <p><b>Conceptual Tasks and Strategy Development</b></p> <ul style="list-style-type: none"><li>• Develop integrated financial system, process and policy for South Asia regional office in consultation with OD</li><li>• Develop forecasting mechanisms accommodating currency fluctuations, taxation, inflation risks, fundraising income and funding volatility for the organization.</li><li>• Lead organisational 3-year budgeting process, annual, quarterly and monthly monitoring</li><li>• Ensure compliance with GP standards, procedures and policies</li><li>• Actively represent Greenpeace in the finance sector and investment community in public and business forums and the business-related media.</li><li>• Liaise with other Greenpeace offices and global network on issues related to responsible areas.</li></ul> <p><b>Financial Monitoring and Risk Tracking</b></p> <ul style="list-style-type: none"><li>• Manage designated cost area within budget</li><li>• Lead regional budgeting for long term strategies and annual budget</li><li>• Ensure year end audit report and prepare action plan for improvement</li><li>• Provide regional monthly financial analysis against budget reports to agreed department heads and socialize it with all the departments</li><li>• Monitor financial performance of the regional office and advise the Organizational Director on financial risks, opportunities, and long-term sustainability</li><li>• Conduct financial risk analytics for South Asia offices, and advise on the mitigation mechanism with the input from different country office managers</li></ul> |   |



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**Compliance, and Keeping Framework Conditions**

- Uphold Greenpeace's independence from business interests and protect its image as an independent, authoritative voice for the environment.
- Ensure timely financial statutory audit, annual return filing as well as GPSA Board financial reporting
- Develop and implement policies and protocols related to all categories of financial management categories both at national and regional level
- Develop, monitor and authorize expenditure in order to ensure cost effectiveness and strategic expenditure
- Ensure adequacy of financial controls over cash and commitments, as well as reserve management
- Keep financial records which enable the organization to make appropriate decisions and to comply with local standards (accounting regulations for NGO's, tax deductibility requirements, reporting standards for ethical fundraising, internal standards on public transparency).
- Manage financial archives of the organization - ensuring that these comply both with the organizations needs and with local statutory regulations.
- Negotiate banking / financial service partnerships to reduce transaction costs in SL

**Team Set-up, leadership and capacity building**

- Build and develop a professional finance team based on the progress and needs of GPSA establishment
- Coach and mentor finance staff in all respective countries and ensure that the team member has adequate knowledge of latest financial policies and compliance
- Build a strong team culture across finance department in different countries, and be accountable for the team performance

**Qualifications and Experience :**

- Degree/Certification in accounting is required
- At least 8 years of experience, including 3 years of management in multi currency finance and accounting
- Proven working experience in financial writing skills
- Excellent knowledge on budgeting and reporting
- Strong background in financial policy development
- Strong knowledge of Sri Lanka Financial Laws and regulations, as well as familiarity with other countries
- Advance Excel skill is required
- Experience with SaaS data mining/BI solutions (e.g. Cognos, Tableau, etc)
- Knowledge and understanding of the NGO sector
- Budget management experience in regional context within different departments

**Partnership:**

**Internally:**

- Liaise with other Greenpeace offices and Greenpeace global network, share and exchange experience



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- Interact with other GPSA departments and provide financial guidance

**Externally:**

- Interacts with the external finance sector and investment community in public and business forums and the business-related media.
- Build a professional relationship with Banks and other finance institutes with which GPSA runs its operation

**Decisions:**

- Financial Policies and SoPs
- 3YSP and annual budget verification and sign-off
- Finance department budget
- Financial control mechanism at the regional level
- Operational Financial Oversight including any required change on internal finance process
- Banking matters
- Team supervision and TPMS
- Compliance matters and corrections

**Competencies:**

Language:

- Fluency in written and spoken English is a must.
- Other languages from the South Asia region are an advantage.

Skills and Knowledge:

- Technical accounting knowledge
- Excellent knowledge of Excel and analytical/visual tools
- Leadership and people management
- Data and performance analysis
- Digital and technology use
- Critical Thinking
- Financial and resource management
- Knowledge of fundraising

Attitudes and behaviours:

- Commitment to mission
- Collaboration and team work
- Adaptability and resilience
- Accountability and ownership