

4.4 Financial Advisor

1. Function-information

Function Title	: Financial Advisor
Reports functionally to	: Office Operations Manager
Supervisor	: Director
Place in Function Matrix	: Expert - Level 8
Work- and Thinking level	: HBO (Bachelor)/WO (8+)
Salary scale	: Scale 11
Part time (20 hrs) salary range	: Naf 2,972 - Naf 4,331
Part time (16 hrs) salary range	: Naf 2,378 - Naf 3,465

2. Contribution to the organization

The Financial Advisor is responsible for implementing BIP SXM's financial strategy, producing internal- and external reports and providing advice on the organization's financial position to ensure compliance with laws and regulations and alignment with its goals.

3. Key responsibilities

- Prioritizes and processes financial requests.
- Proposes financial strategies to ensure the sustainability of the organization.
- Develops and presents multi-annual budgets and policy plans on a yearly basis.
- Determines variable costs and annual expenditures based on calculated budgets.
- Prepares draft financial statements.
- Develops project- and implementation plans with a focus on financial feasibility.
- Establishes internal guidelines and procedures for financial processes and areas of improvement.
- Ensures monthly financial data processing and prepares quarterly reports and management reports.
- Identifies new financial execution possibilities and advises the Director and Office Operations Manager on underlying financial aspects.
- Manages/creates the payment of invoices and other bills for the Bureau.

4. Problem solving capability

Solves a complex set of practical issues, for which expert knowledge, analysis and overview are necessary e.g. policy, processes, project plan, business case, implementation. Advises on alternatives. Operates independently.

5. Planning horizon

1-3 years

6. Continuous improvement

Continuously initiates, improves and implements processes, methods, best practices and/or systems.

7. Autonomy

Operates independently, in line with objectives, processes, procedures, policies and budget. Results are reviewed from time to time. Coordinates subsequently with the Office Operations Manager and Director as needed.

8. Communication skills

Is able to convince others by arguments based on facts, practical knowledge and logic.

9. Coordination skills

Knows which steps to take and ensures an efficient plan and communicates continuously expectations and progress with relevant stakeholders. Keeps an overview and oversees the consequences of changing insights and circumstances. Takes action if necessary. Gives constructive feedback on performance and behavior. Also carries out teamwork.

10. Competency Profile

Attention To Detail

The ability to process detailed information effectively and consistently.

- Organizes data with an eye for relevant details
- Easily recognizes contradictions in detailed information
- Easily recognizes gaps in graphic representations
- Creates systems to monitor and control detailed information adequately

Focus on Quality

Setting high quality standards and striving for continuous improvement and quality assurance.

- Encourages others to take quality into account
- Deals with complaints constructively to make sure they do not come up again
- Checks regularly whether the work of others or team members is up to prescribed quality standards
- Encourages the team to enhance the quality of work

Accountability

Being accountable and passing on accountability for one's own actions and those of colleagues and the organization.

- Acts in accordance with the organizational and quality standards
- Clearly states his reasons for important decisions
- Takes personal responsibility for his own mistakes or those of the department
- Is a role model for others in terms of reliability and integrity

Result-Orientedness

The ability to take direct action to attain or exceed objectives.

- Takes direct action when there is a threat that objectives won't be attained
- Looks for alternatives when certain actions haven't led to the desired result
- Looks actively for the best way to achieve goals, considers their options carefully

Insight

Having and gaining insight into situations, problems and processes. Deconstructing problems and systematically investigating the various components. Having a complete picture of the context and overview of the whole problem.

- Has insight into complex situations, problems and processes
- Analyzes (partial) problems and draws clear, well-reasoned conclusions
- Finds new ways to solve problems
- Comes up with several solutions to complex situations and tough issues

Workmanship

Independently carrying out one's work in accordance with professional standards of one's profession. Developing oneself in one's professional field. Having a thorough knowledge of one's field.

- Results are the evidence of professional knowledge
- Shares knowledge, ideas, and insights with others
- Is alert to new trends and developments in his/her field and/or issues that relate to it and keeps his/her knowledge about it up to date
- Exudes professional adeptness, solves difficult technical problems, or actively seeks solutions