WADDAN

PARTNER IN DEVELOPMENT

Our Manuals

Overview of WADDAN's financial and human resources manuals

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PUBLICATION STATUS

✔ **Signed and approved by the CEO of WADDAN for publication on the official website.**

About this document

WADDAN's Finance & Compliance Manual and Human Resources Policy & Employee Handbook are internal working documents that contain approval limits, banking arrangements, pay structures and personnel procedures. They are not published. This document gives donors, partners and the public an overview of the principles they contain.

AT A GLANCE

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INTERNAL MANUALS

This is a public summary. It describes WADDAN's commitments and general approach; it does not reproduce internal procedures, approval limits, security arrangements or contact points that WADDAN keeps for internal use.

Contact

For general enquiries, please visit the Contact page of the WADDAN website: www.waddan.org/contact
To raise a complaint or safeguarding concern, please visit: www.waddan.org/complaints

Finance & Compliance Manual — overview

The Manual is WADDAN's institution-wide rulebook for budgeting, accounting, banking, cash, payments, payroll, assets, reporting, donor compliance, audit and fraud response.

Core controls

- **Segregation of duties.** No single person controls the full financial cycle of initiation, authorization, custody and recording.
- **Dual authorization.** All bank transactions require dual signatures, and no individual holds sole access to banking credentials.
- **Donor funds protected.** A separate ledger, budget tracker and project code is kept for each grant, and donor funds are never intermingled.
- **No spending without approval.** No expenditure is incurred without an approved budget line, and approval authority rises with the value of the transaction.
- **Timely records.** Transactions are recorded in the accounting system within 48 hours.
- **Reconciliation and reporting.** Bank accounts are reconciled monthly, a monthly financial report covers budget against actual, cash position, risk flags and donor fund status, and the Board receives regular financial reports.
- **Audit.** The Finance & Audit Committee oversees internal controls, internal audit and the appointment of the external auditor. Annual audited financial statements are reviewed by the Board and the General Body, and audit findings are acted upon.

Human Resources Policy & Employee Handbook — overview

The Handbook is WADDAN's single rulebook for employment and people management.

- **Merit-based recruitment** with at least one woman on every interview panel, and open advertising that reaches candidates from all communities and underserved areas.
- **Pre-engagement controls before Day 1:** signed Code of Conduct and declarations, references, and vetting appropriate to the role.
- **Induction** for every new staff member and a probation review.
- **Performance management** through an annual cycle with a structured rating scale.
- **Leave and wellbeing** including statutory and policy leave and paid maternity leave of at least 90 days.
- **Training and development** with a minimum number of training hours for every staff member each year.
- **Fair discipline:** allegations are documented and the person concerned has a right of reply.
- **Confidential personnel records** and a clearance process when staff leave.

Further information is available through the Contact page of the WADDAN website: www.waddan.org/contact.