

Job Title:	Finance Officer (national position)
Function:	Finance
Job Group:	Finance
Duty Station:	Erbil, Iraq
Administrative Line Manager:	Head of Department Finance, Administration and Human Resources
Technical Line Manager:	Head of Department Finance, Administration and Human Resources
Line Management Responsibility:	Finance Assistant

JOB PURPOSE:

The Finance Officer is responsible for supporting NP's financial management. The Finance Officer supports NPs budget management and reporting, accounting, funds management, preparing donor finance reports, contributing to fraud control procedures, payroll, and ensuring robust management of NP's resources and accountability towards donor and internal standards. The Finance Officer is responsible for cashier duties of cash disbursements, cash receipts, and petty cash management and ensures that vouchers and purchase orders are in line with NP policies and have adequate supporting documentation.

In its role as a support to the Programs and other Departments, the Finance Department provides timely reports and assistance to all departments, Donors and HQ to ensure that financial resources are used efficiently and effectively.

KEY OBJECTIVES/RESPONSIBILITIES:

A. Financial Documents

- Ensure that all payments have the necessary documents attached including
 - Purchase Request
 - Contract
 - Quotations
 - Invoice
 - Proof of payment
 - Purchase Order and
 - Payment Disbursement Form
- Ensure that before payment is done for contracted services, the contract is up to date

B. Receipt of supplier invoice & payment process

- Review invoices for accuracy and proper approval
- Process invoices and payments in Quick Books accounting system
- Entry in the accounting system is as per the grant and budget line
- Ensure proper filing and supporting documentation is in order on a monthly basis and per grant

C. Petty Cash & Cash Fund Management

- Maintain a cashbook for all petty cash transactions
- Ensure that petty cash count is done on a weekly basis
- Ensure that the petty cash of all currencies match the cash book balance every time the cash count is done
- Maintain a control sheet for R&R allowance for all staff
- Maintain a control sheet for all professional/payroll advances and clear it every week

D. Cash Disbursement to Field Sites

- Ensure all disbursements and liquidations are recorded in good time

E. Bank and Control Accounts Reconciliation

- Ensure that all bank transactions are recorded in Quick Books
- Reconcile the bank account on a monthly basis

F. Cash Forecasting

- Assist the Head of Department and the Head of Mission in preparation of the cash forecasts

G. Monthly closure & Financial Reporting

- Ensure that all vouchers and expenses are posted in Quick Books by the end of the month
- Prepare month end reports including bank reconciliations, budget vs. actuals reports, A/R, A/P, payroll reconciliation and cash forecast
- Prepare schedule of Interco recharges and submit to HQ
- Maintain real time accounts payable system with monthly submission to HQ

H. Payroll Management

- Maintain master payroll file
- Run the payroll monthly and print payroll reports (pay slips, leave summary, etc.)
- Reconcile cash withdrawal to cash payroll payments made, and file documents
- Reconcile the offshore payroll with the Interco charges and booking to Quick Books

I. Budgeting Process

- Support to the Head of Department and Programme team in the preparation and monitoring of program budgets
- Assist in the preparation of the budget for the Finance Department
- Work with Finance Manager and Head of Mission to coordinate the annual programme budgeting process

J. Others

- Ensure internal controls are implemented throughout the country programme with a specific focus on ensuring thorough fraud prevention processes and oversight.
- Ensure time sheets are completed by all staff and filed with HR
- Identify and build, or facilitate staff capacity building on finance procedures to non-finance staff
- Support of grant management
- Perform other duties and/or assignments as required.

QUALIFICATIONS AND COMPETENCIES:

A. Education, Knowledge and Experience

- University degree in business or public administration, finance, accounting, CPA or related area.
- Commitment to the humanitarian principles (humanity, neutrality, impartiality and independence) and the work of Nonviolent Peaceforce
- A minimum of three years of progressively responsible experience in administration, finance, accounting, or other related area is required.
- Experience in finance with a humanitarian nongovernmental organization
- Experience interpreting and applying accounting standards and procedures, applicable country rules and regulations, and grants management.
- Field experience in emergency situations is required
- Experience working in multi-cultural environment
- Quick Book experience
- Fluent in English, Arabic and Kurdish languages

B. Skills

Independent Judgment/Analytical:	Ability to manage information with discretion Ability to set priorities, solve problems and analyse data Demonstrated ability to effectively process and consolidate information and documentation from multiple locations
Interpersonal:	Flexible, energetic and adaptable Ability to work in a multi-cultural environment Proven ability to build relationships
Languages:	Ability to interact confidently with and present detailed financial information effectively to colleagues and external contacts in verbal and written English, Arabic language skills are a significant advantage
Financial Management:	Proficiency with the Microsoft Office suite and accounting software; QuickBooks Demonstrated attention to detail Skills in budgeting and budgetary control

HOW TO APPLY:

- Qualified candidates meeting the above requirements are requested to send an application comprising a detailed CV and cover letter to recruitnpme@nonviolentpeaceforce.org
- Please state in the subject line of the email: **"Finance Officer"**.
- The closing date for applications is **Friday, 31 July 2020**.
- Interviews will be on a rolling basis. Candidates may be identified before the closing date.
- Only nationals will be considered for the position

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. All qualified applicants, regardless of their gender, race, disability, sexual orientation, or age, are strongly encouraged to apply as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.