

Vacancy announcement

Position	Country Finance Manager	Starting date	October 2017
Location	Erbil, Iraq	Type of contract	Fixed Term Contract
Contract duration	12 months (renewable)	Security Risk Level	Risky

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	38
Number of areas	4
Number of national staff	313
Annual budget (EUR)	21M
Number of offices	6
Number of international staff	23

Position context and key challenges

ACTED has been present in Iraq supporting conflict affected populations since 2004 and currently operates in 15 regions. For the last 4 years, our team of 350 people has been responding to the Syrian refugee and IDP crisis, notably in the Kurdistan Region of Iraq, where ACTED supports over 1.5 million people. Our multi-sectoral approach addresses the most urgent needs of internally displaced people and refugees by ensuring their protection, delivering life-saving food assistance, providing shelter and non-food item packages with lifesaving items and improving their living environment in and out of camps through camp management and Water, Hygiene and Sanitation activities.

Key roles and responsibilities

Under the authority of the Country Director and Finance Director in HQ, the Country Finance Manager (CFM) will be responsible for ACTED accounting and financial management in-country. The CFM ensures that national legislation is adhered to, and that the country specific standards are applied in ensuring efficient use of resources.

Responsibilities:

1. Accounting and Financial Management

- Accountancy:

Supervise accountancy procedures: filing of documents, allocation of expenses, vouchers registration, balance checking, etc.;

Verify and compile monthly accounts from each base;

Communicate accounts on a monthly basis to HQ, respecting SAGA procedures and deadlines;

Manage the presentation, circulation, filing and archiving of accounting and financial documents in conformity with FLAT procedures;

- Treasury:

Open/close bank accounts on the authority of the General Delegate;

Oversee the management of bank accounts: follow transfers, check balances, check authorised visas;

Supervise the management of safes and cash: available amount, balance checks, security instructions;

Assess monthly cash-flow needs for projects and bases and communicate cash requests to the HQ;

Manage money transfers, bases cash-supply and amounts in circulation, whilst defining payment procedures (bank transfer, cheque, cash etc.);

- Commitment of expenditure:

Set up and formalise procedures for the commitment of expenditure, conform to ACTED procurement guidelines: collect visas of authorised staff members, set-up commitment ceiling in local currencies, define methods and timescales for payment according to local practices;

Ensure that procedures are adhered to in terms of contracts and payments;

Ensure that proofs of purchase are valid (contracts, orders, bills, invoices, delivery receipts etc);

2. Budget Management

- Ensure budget follow-up:

Develop tables necessary for financial monitoring and for budget follow up within the mission;

Analyse gaps between planned budgets and actual expenses;

Anticipate financial risks;

Calculate and supervise the monthly cost of each vehicle (fuel consumption, repairs) in coordination with Country Logistician;

Calculate monthly communication costs of each base (phone, e-mail, Internet), in coordination with Country Logistician;

- Develop project budgets:

Develop budgets for project proposals according to project needs and Donor constraints;

Draft financial reports (mid-term and final) respecting contractual deadlines;

Guarantee the respect of Donor procedures for each financial contract.

3. Department Follow-up

- Team leadership:

Update the organigramme and ToRs of the finance department according to the mission development;

Oversee the team and undertake appraisals of directly supervised colleagues;

Ensure training and capacity building for finance team members in order to increase the level of technical ability and skills within the department;

- Internal Procedures and Information Flows;

Develop relevant management procedures within the team;

Improve information flows within the department and with other departments and projects

Required qualifications and technical competencies

Master degree minimum in Finance or related area

3+ years of solid experience in financial management and monitoring systems, preferably of large development programs, possibly complemented by academic expertise

Excellent financial and analytical skills

Excellent communication and drafting skills for effective reporting on programme financial performance

Ability to manage a financial/monitoring team and demonstrate leadership

Ability to monitor and evaluate financial and monitoring skills of communities through capacity-building efforts

Ability to operate in a cross-cultural environment requiring flexibility

Familiarity with the aid system, and understanding of donor and governmental requirements;

Prior knowledge of the region an asset

Fluency in English required - ability to communicate in local languages an asset

Ability to operate Microsoft Word, Excel and Project Management software

Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus

Additional monthly living allowance

Free food and lodging provided at the organisation's guesthouse

Transportation costs covered, including additional return ticket + luggage allowance

Provision of medical, life, and repatriation insurance + retirement package

How to Apply

Please send your application including cover letter, CV and references to jobs@acted.org under Ref: CFM/IRQ