

Vacancy announcement

Position	Country Finance Volunteer	Starting date	December 2022
Location	Amman, Jordan	Type of contract	Volunteering
Contract duration	6 months	Security Risk Level	Sensitive (2/4)

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 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED Jordan provides emergency humanitarian assistance as well as longer term development programs reaching over 150,000 direct beneficiaries in Jordan in 2016. ACTED's operations are spread across Amman as the Country Office, and three area offices:

From its office in Marfaq, ACTED provides support to vulnerable Jordanians and Syrian refugees of Northern Jordan including household rehabilitations, emergency assistance (cash, vouchers and in-kind), as well as water/sanitation infrastructure. ACTED is also working to develop sustainable livelihood programmes.

In Za'atari King Abdulla and Cyber City refugee camps, ACTED provides water supply, solid waste management, hygiene promotion, community mobilization, repair and maintenance and has completed the initial phase of the Za'atari water network for over 80,000 refugees.

In Azraq (including Azraq refugee camp), ACTED provides water supply, solid waste, desludging and food assistance for approximately 35,000 refugees.

ACTED also partners with REACH, who provides information management support to working groups and sectors nationally.

With the aim of strengthening institutional and technical capacities for sustainable development in Jordan, ACTED continues to work with and through local authorities and civil society organisations.

In 2019, as a key water, sanitation and hygiene stakeholder, ACTED has rehabilitated water and sanitation infrastructure, benefitting over 150,000 people in northern Jordan, including over 50,000 Syrian refugees in Za'atari camp. To mitigate the exhaustion of Jordan's scarce resources, ACTED has continued to work with host and refugee communities to promote water saving and conservation as well as waste recycling practices in and out of camp. In this regard, ACTED also launched a circular economy assessment focused on reducing, reusing and recycling waste in Jordan.

Finally, ACTED has remained a prominent actor in the agricultural sector, by diversifying the skills and promoting market access of over 700 Jordanian and Syrian farmers as well as 7 agricultural cooperatives.

Key roles and responsibilities

Under the authority of the Country Finance Manager, the Finance Volunteer (FV) will be in charge of supporting the Country Finance Team on the financial internal control of the mission. More specifically, s/he will be in charge of the reviewing and cross-checking accounting data (PRATIC) and financial management and control tools' data (TITANIC).

1. Contribute to ACTED Compliance and Accountability

- a. Provide support to the Finance Officer on controlling the compliance of the ACTED documentation by checking the accuracy, exhaustiveness and consistency of the information contained in these documents in line with ACTED and donors' procedures for both capital and field expenses (scope to be determined by the CFM/CD); and provide discrepancies' consolidated reports to the Country Finance Manager.
- b. Support the Finance Officer in checking partners' financial transactions and ensure correct allocations to respective budget lines through a check list; upon request, travel to the field and physically conduct a random sample of partners' vouchers and ensure the financial transactions meet donor requirements
- c. Suggest update and improvement of ACTED's procedures in link with the CFM;
- d. Support to external audits preparation.

2. Control of Monthly Internal Reporting tools

2.1 Accounting (PRATIC) review – between the 10th and the 15th Check that:

- a. the financial flows are lettered on a monthly basis in SAGA
- b. flows cross-countries (including HQ) are well cross-referenced before local salaries payments
- c. the Monthly InforEuro exchange rate table with the exchange rates entered in SAGA



2.2 Finance TITANIC review – between the 10th and the 15th

- a. Crosscheck SAGA and Allocation Tables: in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer to correct data in SAGA or Allocation Tables;
- b. Crosscheck the Allocation Tables and the monthly forecasts in the Budget Follow Ups (BFUs): in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer;
- c. Crosscheck the consistency of data between SAGA, BFUs, CFU and DFU;
- d. Crosscheck the Red Cell Game with the physical vouchers received at Country Office Level;
- e. Crosscheck the Cofounding Follow-Up is in line with the BFUs (including a cofounding section);
- f. Review the monthly ATROCE: general information, template, projects data, amounts reported and instalments received (both at field and HQ level)
- g. Fill the TITANIC follow-up

2.3 Cost Control – between the 10th and the 15th

- a. Detect possible variances on the Monthly Running Cost Follow-Up and inform CFM accordingly (through a memo);
- b. Upon request of the CFM, conduct market surveys;
- c. Prepare a monthly Finance Control Report

2.4 HR TITANIC – between the 25th and the 30th

Cross-check the consistency of the analytical allocation between the Allocation Tables, the Staff Data base and the HR TITANIC.

3. Provide support to the daily tasks:

- a. Preparation of Budgets
- b. Draft of Financial Sheets
- c. Preparation of Financial Reports
- d. Midyear and Annual Accounting Closure
- e. Archiving

Required qualifications and technical competencies

Msc in Administration, Business Management or equivalent.

Finance and accounting skills required

Willingness to undertake serious responsibility and manage stress efficiently

Excellent communication skills, including advanced written and oral English

Conditions

Field Volunteer benefits include:

- living allowance of 300 USD per month
- Coverage of all accommodation, guesthouse, food, and travel costs, luggage allowance of 50 kg
- Provision of medical, repatriation, and life insurance.

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under Ref: CFV/JOR