

Vacancy Announcement

Position	Country Finance Volunteer	Starting date	October 2023
Location	Amman, Jordan (to work on the Whole of Syria mission)	Type of contract	Volunteering
Contract duration	6 months (renewable)	Security risk level	Sensitive (2/4)

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

In 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idleb) and in the northeast (170 000 IDPs). Overall in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance. In 2019, Acted continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. Acted provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions.

In-camp, Acted ensured access to water, sanitation and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, Acted supported newly displaced households with emergency food and key non-food items to meet their basic needs.

Acted also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, Acted further supported the long-term restoration of services to enhance the resilience of conflict-affected communities.

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

- 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.
- 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
- Suggest update and improvement of Acted's procedures in link with the CFM.
- 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:

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

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

- 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.
- 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.
- Crosscheck the consistency of data between SAGA, BFUs, CFU and DFU.
- Crosscheck the Red Cell Game with the physical vouchers received at Country Office Level.
- Crosscheck the Cofounding Follow-Up is in line with the BFUs (including a cofounding section).
- Review the monthly ATROCE: general information, template, projects data, amounts reported, and instalments received (both at field and HQ level)
- Fill the TITANIC follow-up

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

- Detect possible variances on the Monthly Running Cost Follow-Up and inform CFM accordingly (through a memo);
- Upon request of the CFM, conduct market surveys.
- 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:

- Preparation of Budgets
- Draft of Financial Sheets
- Preparation of Financial Reports
- Midyear and Annual Accounting Closure
- Archiving

Required qualifications and technical competencies

- Msc in Finance, Audit, Business Management, Economics or equivalent
- Finance and accounting skills required
- Knowledge of Excel
- Ability to undertake serious responsibilities and to manage stress efficiently
- Excellent communication skills, including advanced written and oral English
- Proficient in Microsoft Office

Conditions

Status: volunteer

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Psychological assistance



How to Apply

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