

## Vaccancy Announcement

<b>Position</b>	<b>Country Finance Volunteer</b>	<b>Starting date</b>	January 2024
<b>Location</b>	Dushanbe, Tajikistan	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Calm ( 1/4 )

## 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

Acted Tajikistan is committed to supporting sustainable and inclusive development in the country for over 20 years, working with the most vulnerable communities including women, disadvantaged youth and rural populations. With a coordination office in the capital Dushanbe and operational offices in Khujand, Murgab and Ayni, the NGO works to prevent natural disasters and support local civil society, and also contributes to the promotion of culture and heritage through the Bactria Cultural Centre.

## 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 15<sup>th</sup>

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 15<sup>th</sup>

- 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 25<sup>th</sup> and the 30<sup>th</sup>**

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

- Master Level education in a relevant field such as International Relations, Development or Political Science;
- Previous related work experience, with knowledge of proposal writing and reporting;
- Familiarity with the project cycle;
- Excellent writing and communication skills;
- Ability to work efficiently under pressure and to manage multiple tasks;
- Good team spirit and ability to work with diverse profiles.

## Conditions

Status: volunteer

- 300USD per month as living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical and repatriation 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](mailto:jobs@acted.org) under **Ref: CFV/CA**