

JOB DESCRIPTION

FINANCE & OPERATIONS OFFICER

Cesvi, established in 1985, is a secular, independent non-governmental organization, working for global solidarity and operating in the international cooperation and aid field. In the values guiding Cesvi, the moral principle of human solidarity and the ideal of social justice are transformed into humanitarian aid and development. Today, Cesvi is directly present in more than 20 Countries with around 100 projects per year, aiming to serve the most in need. Cesvi's sources of funding are institutional donors (e.g.: UN Agencies, EC DG-ECHO and INTPA, Governments' cooperation Agencies) and private donors (individuals, corporations and foundations).

JOB TITLE

Finance & Operations Officer – Tehran, Iran

DUTY STATION

Tehran, Iran (with travel to areas within Iran where CESVI operates when requested)

DURATION

One year, with possible extension (3 months' probation)

REPORTING LINE

The Finance & Operations Officer will work under the direct supervision of the Head of Mission and in collaboration with the Deputy Head of Mission.

The position will work in close coordination with and under functional supervision of the HQ Area Admin Coordinator.

SCOPE OF POSITION

The Finance & Operations Officer is in charge of the punctual financial management & control, accounting and financial reporting to Cesvi HQ and other stakeholders (INTPA Consortium) and promote and manage cost effective project implementation.

In particular, the Finance & Operations Officer will be responsible for:

1. Financial monitoring of the projects
2. Donors' Audit and Expenditure verification
3. Logistics and Procurement Management
4. Human Resources Management
5. Support the efficient office management

KEY RESPONSIBILITIES AND DUTIES

1. Financial monitoring of the projects (50%)

- Ensure scheduled Finance department deliverables are done at the highest quality and provided to stakeholders (internal and external) on time.
- This includes, but not limited to: payments to suppliers, service provider, employees; Cash and Bank book timely update and reconciliations; Prime Entry accounting and Budget Follow Up monthly update; draft Request for Payments and Request of Funds to be sent to the HQ, draft interim and final financial reports, and new proposal budgets.
- Work with Project Management on improving and enhancing finance tools, templates, procedures, cash flow and funding requests, reporting and capacity building.
- Supervise the payment of local taxes and the submission of the annual tax declaration and ensure compliance with all local laws and regulations

2. Donors' Audit and Expenditure verification (10%)

- Accountable for coordinating internal and external audit and expenditure verification in coordination with CCU Finance teams and HQ according to Cesvi, and donor audit procedures.

3. Logistics and Procurement Management (20%)

- In compliance with Cesvi policies and procedures: proposing, harmonizing and maintaining effective standardized logistics and procurement procedures and policies across the missions and according to donor requirements including procurement, asset management and IT procedures and mechanisms.
- Lead efforts to procure all goods and services for the program providing strategic and technical guidance throughout the procurement cycle, from prequalification exercise, to procurement plans, preparation and follow up till vendor performance evaluation
- Timely update of Inventory and collection and periodic check of Vehicles Logbooks
- Coordinate with HQ's Quality, Accountability & Legal to ensure enhancements in compliance with policies and procedures of processes

4. Human Resources Management (15%)

- Ensure that the employment standards applied for Cesvi's staff are compliant with the local labour law
- Support the publication of the new hiring position, collection of the CV and filing of the related documentation
- Ensure safe and standardized filing of personnel documents in compliance with Cesvi's rules and regulations on data protection
- Preparation and supervision of the payrolls and payslip, revision and collection of the timesheets and leaves of the national staff members

5. Support the efficient office management (5%)

- Timely and accurate archive project and office documents
- Contributes and participate in the preparation and updating of Cesvi Country manual of internal procedures
- Ensure a proper written handover by the end of the contract

QUALIFICATIONS:

- University degree in a relevant field: finance, business administration, accounting, economics or another relevant field is required.
- Master's degree or other professional certification is desirable.

PROFESSIONAL EXPERIENCE:

- Minimum of 5 years of job experience relevant to the function of Finance and Operations in a comparable environment with non-governmental organizations or international enterprises.
- Tangible and demonstrable experience in procurement and contract management
- Knowledge and understanding of main donors' rules (e.g.: UN agencies, INTPA, ECHO)

SKILLS AND COMPETENCIES:

- Proficient in computer skills particularly Microsoft Office, especially use of Excel
- Excellent oral and written English language
- Good command of relevant employment legislation
- Good reporting skills
- Ability to manage and prioritise a varied workload and work to deadlines
- Ability to work in a team, and collaborate with partner organizations
- Flexible and with a positive attitude

SAFEGUARDING

Cesvi has a zero-tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.

Cesvi commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.

APPLICATION PROCESS:

Interested applicants for the position should send a CV and motivation letter to iran@cesvioverseas.org

Closing date: December 21, 2022