

JOB DESCRIPTION

Title	Head of Finance
Location	Tehran, Iran, Remote
Travel	As required
Job Family and Grade	G8, S1
Pre hire checks	This role is classified as requiring standard pre-employment checks and Government Vetting Process /enhanced due diligence

1. Accountabilities

Department:	Finance
Reporting to:	Country Director
Direct reports:	<i>Finance Assistant, Finance Officer</i>
Relationship management	<i>All RI Staff, Donors, RSO, GSO, Partners</i>

2. Context

About Relief International

Relief International (RI) partners with communities impacted by conflict, climate change, and disaster to save lives, build greater resilience and promote long-term health and well being.

Currently, RI is active in 14 countries around the world, including some of the most fragile: Afghanistan, Iran, Iraq, Jordan, Lebanon, Myanmar, Pakistan, Philippines, South Sudan, Sudan, Syria, Turkey, and Yemen.

Relief International includes the four corporate members of the RI Alliance: Relief International Inc., Relief International-UK, Relief International-France and Relief International-Europe Under our alliance agreement, we operate with a single, shared management structure.

About our Country Program/ Regional Programs

Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Middle East Region

RI operates in six countries in the Middle East region: Iraq, Jordan, Lebanon, Syria, Turkey and Yemen, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 4,000 staff (direct and indirect) in the Middle East region and implement a range of humanitarian and development programs valued at approximately \$70 million USD on an annual basis.

Africa/ Asia Region

RI operates in seven countries in the Africa/Asia region: Afghanistan, , Iran, Myanmar, Pakistan, Philippines, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implement a range of humanitarian and development programs valued at approximately \$60 million USD on an annual basis.

3. Job Profile

The Head of Finance will oversee the financial operations of the organization in Iran, ensuring adherence to financial policies and procedures, and maintaining the highest standards of financial management.

4. Key responsibilities

Financial Operations and Coordination

- Supervise all finance operations and ensure adequate support to field teams. Ensure adequate structure and capacity in field offices for support to programs.
- Proactively identifies and acts upon deficiencies and areas for improvement in the Finance team, providing training and other capacity-building where necessary to ensure that capacity is continuously developing.
- Coordination with other departments in the country office to ensure proper tracking and monitoring of procurements, office purchasing, inventory, Gift in Kind, recruitment of finance staff and support to program implementation
- Coordination with Finance focal points at local partner organizations in Iran to ensure proper and timely financial planning and spending for program implementation.

Financial Management

- Review transactional data entry in NetSuite financial system.
- Prepare, review and verify monthly financial accounts (Balance Sheet and Income Statement) of the country office.
- Coordinate, plan and supervise cash flow plans and ensure availability of funds and the accurate maintaining of bank accounts.
- Submit monthly cash forecast to Regional Support office timely;
- Manage bank relations and ensure positive engagement and service delivery.

Budgeting and Grant Management

- Ensure that RI grants are implemented based on donor regulations
- Attend Grant Opening and Closing meetings, as well as monthly/regular grants review meetings.
- Prepare & Review the BvAs, advice on any required documents coding when it is needed
- Reviews budget revision in close coordination with Program Manager and / or Project Leads when necessary
- Maintain proper records of all budgets for the country office
- Create activity codes when the budget is approved and ensure to upload correctly in NetSuite
- Assist in realignment exercises as needed for any budgets and ensure review of the same by RSO.
- Monitor the program budgets and expenditure in the BVA.
- Conduct review of budgeting and actual expenditures and develop analysis tool to better follow up of over/under spent of the grant.
- Consolidating budget inputs and linking to the donor format for onward review by the Country Director and Regional Finance Director
- Preparing a country master budget that consolidates all country costs and the coverage/gaps available for these costs from grants. Updating the master budget quarterly and having it reviewed by Country Director and Regional Finance Director
- Working with local partners to prepare, and then update on quarterly basis, a master budget for RI of partner yearly country costs and coverage / gaps for these costs from their ongoing grants.
- Preparation of common cost allocation for all the shared costs in the country and ensure consistent application of the same.

Donor Reports and Proposals

- To lead country team in the preparation of the budget for the proposals ensuring costs coverage as per the Country Master Budget (for RI as well as providing guidance for local partners) and common costs allocations;
- Lead the country team and local NGO partners in preparation of timely donor reports as per the donor agreements & contracts and coordinating the review of the same by the Regional Finance Director.

Donor Compliance

- Ensure that grants are implemented in compliance with RI and relevant donor regulations, and requesting Country Director for reminders to relevant departments in ensuring the same, including them checking partner documents (related to sources of verification), prior to them reaching Finance department for last check;
- Ensure visits from Finance team to all Field offices (RI as well as local partners when latter is permissible by NOM / BAFIA / partners) to check documentation and ensure compliance with donor and RI regulations;
- Train and support program staff of RI and local partners on donor compliance, and budget monitoring, and Grants management.

- Ensure complete documentation for all financial transactions in the Country.

Policy and Procedures

- Ensures compliance to RI policies and procedures in all locations and transactions;
- Coordination with senior management team, coordinates the review and update of country specific SOPs and ensures alignment to RI policies and procedures, accounting standards while maintaining congruence to donor regulations and compliance standards.

Financial Systems

- Supervise the use and controls around the NetSuite financial systems.
- Point person to communicate and trouble shoot system issues, escalate to regional office and HQ on technical issues.
- Provide training and capacity enhancement to finance teams on the use of NetSuite system.
- Ensure all transactional support documents are scanned and archived to OneDrive on monthly basis.

Payroll

- Review and reconcile monthly payroll records to the financial records.
- Coordinate the monthly payroll processing in good time. Supervise the reconciliation of payroll supporting documents for completeness and accuracy.
- Conducts monthly reconciliation of the accrued payroll accounts.
- Periodically reconciles NetSuite payroll ledgers to payroll database.

Internal control

- Ensure adequate internal control is maintained and enforced in the country office finance practices
- Enforce adequate segregation of duties and counter controls for the field offices to provide adequate oversight of the organization's assets
- Ensure all financial records and files are compliant for, but not limited to, audit, tax, legal, all donors and UK statutory and regulatory requirements.
- Ensure that all financial records and backup documentation have been archived to cloud server electronically on monthly basis.
- In coordination with the Country Director and supported by the Regional Finance Director, coordinate and oversee all internal and external audits including ensuring that all financial records and backup documentation are ready and available.

Management and Development

- Oversee the country Finance department, providing leadership to all Finance staff.
- Proactively identify and act upon deficiencies and areas for improvement in the in-country Finance team, providing training and other capacity-building where necessary to ensure that finance staff capacity is continuously developing.
- Regularly guide and follow up with Finance focal points in local partner agencies, and refresh training and capacity building for them on gaps and needs identified (also self assessed by them).

Behavior and conduct

- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Embrace diversity, and model inclusive and equitable behaviour.

- Ensure own actions and the actions of the teams' members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure donors, partners and communities are aware of RI conduct and reporting mechanisms
- Ensure safeguarding is embedded in all the work we do
- Be responsible for ensuring a culture and systems in place for reporting
- Report any concerns

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

5. Person Specification

Skills, knowledge and expertise required for the role.

Essential Criteria:

This position demands a highly dynamic, proactive, autonomous and flexible individual with previous exposure and work with international NGOs and humanitarian programming. An excellent communicator and team player with fluency in English and who is at ease working in a highly diverse team, capable adapting communication styles to different audiences.

- Bachelors' degree in Accounting and Finance
- Chartered accountant or CPA equivalent preferred
- Progressive experience in NGO or non-profit organizations and familiarity with international donor agencies and governments grants administration
- Familiarity with accounting software, specifically NetSuite is a plus.
- Strong interpersonal skills and the ability to train and motivate others.
- Ability to travel widely in all Iran locations.
- Demonstrated ability to meet deadlines, and exercise sound judgment and discipline
- Logical and critical thinking skills and a comfort working with spreadsheets
- Strong independent task management skills and techniques, ability to prioritize and organize own workload
- Comfortable absorbing workload under stress periods
- Superior oral and written communication skills in English, including consensus building.
- Demonstrated ability to work effectively as part of a team with a high degree of drive, initiative and autonomy
- Willingness to accept and absorb direct critique and participate in two-way dialogue with peers and managers to improve work quality and results
- Proven high level of computer literacy and advanced Microsoft Office Suite skills
- Ability to travel internationally to support country programs

6. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as “Do No Harm,” Relief International Values:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability

How to Apply:

- If you are interested in this job, please email your cover letter and CV along with RI application form in English to job@ri-iran.org and mention the Job Title in the subject line.
 - Applications close on 15 July 2024
 - Only short-listed candidates will be contacted for interview.