



TERMS OF REFERENCE

Position:	Finance/HR Officer – Tehran Field Office
Location:	Iran - Tehran based, with possible travel to field
Duration:	One year (3 months' probation)
Reports to:	Head of Office
Technical Report:	Finance Coordinator and HR Coordinator

About RI: Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI in Iran Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national Civil Society Organizations (CSOs) as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response

Position Summary: Under the supervision of Head of Office, the Finance/HR Officer handles cash cards, explain cash procedures to staff, answer questions and provide assistance to staff and clients in her/ his field office, prepare the field related PVs. Ensures adherence to Finance rules and procedures. The Finance/HR Officer Follows up, keeps and archives the field staff leave requests, absences and sick leaves, complementary insurance files, timesheets and the other related HR documents. The Finance/HR Officer ensures day to day HR

functions are performed in accordance with RI policies and procedures and HR best practice.

Finance Responsibilities

1. Financial verification, payment preparation and accounting in the area of responsibility.
2. Ensure financial accountability by requiring staff to provide proper documentation and signatures on vouchers, PR, purchase orders, or payments of any kind.
3. Prepare General Voucher with correct information (GL code, Project Code, Activity Code) in a timely manner and post into RI Net Suit software.
4. Releasing approved payments and collecting required signatures.
5. Updating the cheque index.
6. Managing field office cash flow, maintain daily cash on hand at authorized RI levels.
7. Ensure compliance with RI procurement and selection policies.
8. Work with HR to prepare monthly salaries, Incentive to volunteers ensuring appropriate documentation and oversight in the area of responsibility.
9. Ensure accuracy of all monetary or banking transactions in the area of responsibility.
10. Oversee bank transactions, including opening, closing and reconciliation of bank accounts.
11. Ensure proper paperwork on financial transactions of any kind between RI and other parties or partners (accounts receivables, payables, financial report, required documents, etc.).
12. Remind all staff concerned with regards to monthly financial and accounting deadlines.
13. Ensure the support to the cash based programming.
14. Contribute to budget monitoring practice at field level and provide technical support to budget holders in the area of responsibility.
15. Contribute to implementation of internal control procedures at field level in coordination with Finance Manager.
16. Support Head of Office and programme in proposal budget preparations.
17. Ensure adherence to RI policies, handbooks, guidelines and donor requirements.
18. Ensure proper filing of all supporting documents.
19. Perform any other duties that may be assigned from time to time.

HR Responsibilities

1. In coordination with HR of the country office, conducts recruitments and necessary follow ups.
2. Keeps and monitors records of staff leave requests, absences and sick leaves and ensures that HR data is of good quality and kept up to date.
3. Follows up and maintains the file of the complementary insurance, ensures regular contacts with the insurance company when required and evaluates the satisfaction degree of the staff, if necessary.
4. Provides field staff with required information for preparing timesheets and in charge of collecting timesheets and monitoring the attendance tracker.
5. Sends the completed timesheets to HR in Country Office by the first working day of the month.
6. After monthly salary payment, provide staff with pay slips and once signed by the employee send them to HR in country office.
7. Monitors the RI Excel (performance management) processes at all stages and ensure that all staff and supervisors complete the review process in a timely manner.
8. Keeps the RI Excel (performance management) utilization file updated.
9. Drafts and types internal and external correspondences, related to their office staff, in English and in national language and when required by supervisor.
10. Ensures timely contract renewal of staff and coordinates with Country Office for necessary issuance.

11. Ensures that information on HR issues under their responsibility is shared with the concerned people.
12. Collects required documents from new employees to be archived in staff personnel file
13. Ensures the orientation check list is completed and handed over to HR in Country Office once signed by the new employee.
14. Conducts briefing for new employees in the area of responsibility.
15. Ensures proper HR policy communication among the team in the Field Office.
16. Perform any other duties that may be assigned from time to time.

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.

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.

Qualifications & requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Minimum 5 years of professional experience in a Finance and HR Department
- University degree in a relevant field
- Knowledge of audit requirements and compliance
- Experience within a humanitarian or development organization is an asset
- Familiarity with donor compliance regulations is an asset
- Proven knowledge and skills in coordinating, planning, analyzing and solution finding
- Knowledge about own leadership skills/profile
- Excellent interpersonal, communication and strategic planning skills required
- Fluency in English and Persian, both written and spoken
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently
- Excellent time management skills and resourcefulness with strong attention to detail
- Excellent analytical and organizational skills. Ability to think critically and creatively
- Patience, flexibility, diplomacy, willingness to listen and show respect for colleagues. Must be capable of working both individually and as part of a team
- Ability to work under pressure and with limited supervision

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

How to apply.

If you are interested in this job, please email your cover letter and CV in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 3rd June 2021.**

Due to limited resources, only short-listed candidates will be contacted.

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.