



## TERMS OF REFERENCE

**Position:** Finance Officer

**Location:** Tehran, Iran

**Duration:** 1 year with possible extension (3-month probation)

**Reports to:** Finance Manager

**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 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 and currently implements a large-scale COVID-19 response. 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.

**Position Summary:** Under the supervision of Finance Manager, the Finance Officer main duties include managing the guarantee checks and promissory notes, preparing the country office related PVs and cheques and supporting finance team in monthly and yearly closing of transactions and accounts that contribute respect to all finance rules and procedures. The Finance Officer will be in charge of handling all of the cash cards process and procedures. He/She will be the focal point of cash cards process in finance to work collaboratively with program team and bank. The Finance Officer explains cash cards procedures to all the new staff and arranges all of the related internal meeting with program team and external meeting with the bank. We are

looking for candidates with a professional and strong can-do attitude, who possess the ability to coordinate and handle all the tasks in the best way.

**Position Responsibilities and Duties:**

- Responsible to proceed for the payment of verified costs (Preparing cheques, etc).
- Responsible to book the PVs in NS.
- Responsible for updating daily cheque index (Bankbook).
- Responsible for collecting cash cards proof of payments from Bank and archiving them.
- Responsible for daily reconciliation of bank accounts.
- Responsible for Guarantee cheques and promissory notes.
- Support the other finance officer to book the costs in NS.
- Support the other finance officer to reconcile the account balances.
- Support the Finance Assistant (Archiving) to secure supporting documents: archive, scan, upload.
- Support the Finance manager to prepare the cash flow (Assisting field Finance Officers to provide updated spending plans at field level).
- Support the finance coordinator to close the books monthly and yearly.
- Support the finance manager for daily interactions with auditors and providing required documents.
- Support the finance manager to send the letter to BAFIA regarding the Tax exemption.
- Responsible to receive a beneficiary list from program team and conduct finance check for each beneficiary.
- Responsible to receive the final finance checked beneficiary list from program team to request the cash card issuance to bank.
- Responsible to prepare and move forward with payment process after receiving the multiple activation list from program team.
- Responsible to communicate formally with bank for activating cash cards after the payment process is fully done.
- Responsible to communicate with bank in coordination with procurement and program team to make sure of receiving the cash cards in the fields on time.
- Responsible to communicate with program team and following with bank about the time of cash cards activation.
- Responsible to communicate with program team and bank about any issues related to cash cards after activation such as blockage of cards, request for re-issuing lost cards or any other problem related to the usage of mentioned cash cards.
- Responsible to collaborate with program team in reconciling the activation lists with issued list of the cash cards.
- Responsible to communicate with bank to receive cash cards' bank statement, remaining balance and activation date based on program team's request.

**Qualifications & requirements:**

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

- Minimum of three years professional experience in finance Dep.

- Excellent interpersonal, communication, public speaking, and strategic planning skills required;
- Strong English skills, speaking, reading, writing are required;
- 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.
- Excellent interpersonal skills, including patience, diplomacy, willingness to listen and respect for colleagues. Must be capable of working both individually and as part of a team.

### **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

**If you are interested in this job, please email your cover letter, CV and application form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the Job Title in the subject line.**

**Applications close on 15<sup>th</sup> April 2021.**

**Only short-listed candidates will be contacted for interview.**