



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 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 believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

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.

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.
- Perform other functions that maybe assigned from time to time.
- Perform other duties that may be assigned from time to time.

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.

RI 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 together with **RI Application Form** in English to tehran@ri.org and mention the **<Job Title_FULL NAME>** in the subject line.

Applications close on 20 September 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.