

Job Description

Job Title: Finance officer

Location: Istanbul – Turkey

Reporting to: Executive Director

Deadline : 17- 01 - 2016

Summary:

About Badael:

Badael is a Syrian non-governmental organization committed to strengthening civil society groups (CSG's) and non-governmental organizations (NGOs) in Syria that are active or want to become active in the promotion of non-violence and in the implementation of activities to reduce the severity of violence, to break its cycle, to respond to the conflict, and to prepare for the process of post-conflict peace-building.

Duties/Assignments:

The Finance Officer will:

- Develop and Implement financial policies and procedures.
- Assist with preparation of the budget.
- Prepare monthly and quarterly reports on the origination budgets
- Conduct the daily book-keeping
- Maintain a complete filing system to support financial records.
- Verify financial documents such as contracts, quotations, invoices, and receipts.
- Follow-up and conduct payments on time.
- Ensure that occurring expenditures correspond to budget lines
- Comply with relevant reporting requirements
- Responsible for developing and implementing a clear systems and guidelines that meet the needs of Badael on Finance.
- Advise on compliance issues and ensure compliance with internal and donor regulations on day to day transactions.
- Insuring, guiding and coaching all finance policies and procedures to all Badael Team to insure full understanding.
- Manage annual, organizational audits and Comply with audit requirements
- Provide overall grant management support.

Qualifications:

- University degree or equivalent in accounting, finance, economics, business/public administration, mathematics, or related area.
- At least three years of progressive and professional experience in accounting, finance, budget with NGOs.
- Knowledge in accountancy software, preferable in quick book.
- Experience manipulating, analyzing and/or interpreting financial or other data.
- Excellent communication skills both verbally and written, in Arabic and English.
- Excellent computer skills in Microsoft Office and other financial related software.
- Basic communication of Turkish language is desired
- Ability to handle multiple priorities and deadlines effectively.
- Demonstrated flexibility to changing situations and priorities.
- Demonstrated commitment to Badael values (Respect, Diversity and Integrity) and team work

To apply send your CV and cover letter to hr@badael.org