

JOB DESCRIPTION

Work title: Finance Officer (IPHR Tbilisi office)

IPHR is recruiting a Finance Officer responsible for the financial management of multi-country, donor-funded projects in the Former Soviet Union (FSU) region. The position is based in Tbilisi, Georgia. Interested candidates are invited to apply by sending a CV together with a cover letter and the names of two referees by 14 September 2020, to the attention of:

Recruiting committee Financial Officer

[**iphronline.org**](mailto:iphronline.org)

About IPHR:

International Partnership for Human Rights (IPHR) is an independent, non-governmental organization founded in 2008. Based in Brussels, IPHR works closely together with civil society groups from different countries to raise human rights concerns at the international level and promote respect for the rights of vulnerable communities.

Our mission

IPHR is committed to promoting human rights worldwide. It acts to empower local civil society groups who are working to advance the protection of human rights in their respective countries and assists them with raising human rights concerns at the international level. In cooperation with partner organizations, IPHR advocates on behalf of individuals and communities who are among those most vulnerable to discrimination, injustice and human rights violations.

Our core values

Partnership: Building partnerships is a cornerstone of our work. In our cooperation with local human rights groups, we always strive to establish partnerships that are based on equality and mutual respect.

Responsiveness: We are responsive to the needs of our local partner organizations and work to support them to address pressing human rights concerns and reach out to the international community.

Commitment: We are driven by a strong commitment to promoting human rights and advancing the mission of our organization, to the benefit of individuals and communities in our target countries.

Integrity: We carry out our mandate in an independent and impartial way, take responsibility for our work, and demonstrate accountability to our donors, partners and others with whom we cooperate.

Role:

As Finance Officer, you will be responsible for the development, implementation and evaluation of financial policies, as well as for the financial management and reporting process across various projects implemented by IPHR. You will work closely with IPHR's Finance Manager and Programme Manager to track business drivers that impact revenue and expenditure, the short and long term financial position of IPHR, as well as to build functional and transparent financial reporting framework for IPHR's local partners to enable seamless financial reporting process.

Reporting:

The Finance Officer will work closely with and report to IPHR's Finance Manager, Programme Manager and Director while providing support and guidance on financial matters to the whole programme team.

Description of duties

The Finance Officer is responsible for:

- Developing project budgets in accordance with agreed organizational objectives and priorities;
- Closely monitoring expenditure across our projects and in accordance with IPHR's internal policies;

- Advising IPHR's leadership on the development of the organization's financial strategy and other financial initiatives;
- Supporting the Financial Manager in preparation of the annual budget and financial reports for the General Assembly, ensuring the documents are accurate and are prepared and based upon clear and well supported assumptions which reflect the objectives and priorities agreed by the senior management team and the Board and take account of the Reserves Policy of the organisation;
- Monitor the cost effective use of donors' funds by IPHR;
- Ensure that financial risks are identified, understood and monitored and that there are systems in place to mitigate the risks, without compromising the organization's capacity for effective action;
- Calculate and communicate actual and anticipated cash position to ensure the Board and senior management team are clear as to the liquidity of the organisation at any given moment;
- Oversee the timely and accurate production of monthly and quarterly financial reports to the donors and senior management team;
- Establish and communicate to the senior management team reports reflecting the short, medium and long term financial position through regular and timely reviews and forecasts of the organisation's budgets and key performance measures;
- Oversee the timely and accurate production of financial reports by IPHR's partners;
- Provide guidance and mentoring for financial officers in IPHR's partner organizations when need be;
- Evaluate Fundraising income projections together with senior management team;
- Refine reporting and modelling tools in line with new technologies and changing organizational priorities;
- Oversee the production, maintenance and storage of financial records to ensure they meet all statutory requirements, are consistent with internal policy and procedures and comply with best practice;
- Ensure that all financial systems are maintained to a high standard of efficiency in order to minimize the possibility of fraud or misuse of assets;
- Review compliance with policies and procedure and take appropriate action where breaches have been established;

- Develop and recommend changes to financial policies and procedures as required;
- Coordinate the preparation of accounts, statements and disclosures for the Annual Audit and present year-end financial statements for approval by the senior management team and the Board;
- Enact relevant Audit Recommendations together with the Finance Manager
- Ensure timely and accurate monthly reporting by IPHR's Tbilisi office to IPHR's headquarters in Brussels;
- Undertake any other tasks as instructed by the senior management team.

Qualifications required

The successful candidate will have:

- A university degree in Commerce, Accounting or Finance from a recognized university
- A minimum of 3 years' experience working in a similar role in an NGO/INGO or other similar institution;
- Be proficient computer skills, especially in Ms Excel, spread sheets, Ms Word and specialized accounting software tools
- Fluency in English and Russian languages Knowledge of Georgian and French will be considered an asset;
- High level of integrity and ability to work as part of a professional team;
- Ability and willingness to work under high pressure to meet tight deadlines;
- Good communication and interpersonal skills;
- Supportive personnel management style.