



JOB DESCRIPTION

Job Title:	Finance Officer
Country:	Haiti
Regional Team:	Latin America Ministry Team (LAMT)
Department:	Systems
Status:	Full-Time, Salary, Fix-Term, Renewable
Reports To:	Operations Manager
Direct Reports:	None at this time
Location:	Cap Haitian area
Desired Start Date:	1 November 2025
Application Deadline:	Open-Ended; Applications will be reviewed on a rolling basis, and the position will remain open until a suitable candidate is identified

World Renew is a faith-based international development and humanitarian organization with over 50 years of experience in Haiti. Operating in more than 15 countries with 67 local partners, we address poverty, disaster, and injustice through community-led, sustainable solutions in areas such as food security, health, livelihoods, gender equality, peacebuilding, and disaster response – guided by Christian values of dignity, justice, and compassion. To learn more about World Renew and our work, visit www.worldrenew.net.

World Renew Haiti is seeking to scale up its programming in food security, agriculture, and economic development, guided by a new World Renew framework for Crisis-Affected Countries. This approach combines direct implementation with collaboration with national partners.

PURPOSE: Under the supervision of the Operations Manager, the Finance Officer is responsible for the accounting and financial reporting of World Renew Haiti's country program, while also supporting financial planning and overall management. This role includes collaboration with various members of the World Renew Haiti team, program partners, and finance staff in North America to ensure the efficient and effective use of resources in alignment with the objectives and requirements of World Renew and its financial partners. Additionally, the Finance Officer provides financial support for World Renew Haiti disaster response projects and works closely with disaster response teams to ensure proper financial oversight and compliance during emergency interventions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The World Renew Haiti Finance Officer (FO) will work closely with team members to:

1. Manage daily financial operations, including payments, bookkeeping, reconciliations, document and data management and compliance
2. Support financial planning, budgeting, and reporting across programs and projects
3. Provide financial guidance and oversight to partner organizations
4. Collaborate across departments and global teams to ensure financial coordination and system alignment

Specific Tasks & Responsibilities

Financial Accounting

- Prepare and process payment requests, ensuring complete supporting documentation and coordination with relevant departments
- Maintain organized and compliant filing of all physical financial documents
- Manage petty cash, including monthly reporting, advance requests, reconciliations, and tracking
- Perform monthly bank reconciliations for all program accounts.
- Support monthly payroll processing and ensure all related documentation is accurately filed and maintained in compliance with internal policies.
- Upload accurate financial transactions and documentation into SAGE in a timely manner.
- Execute month-end and year-end financial closing procedures
- Ensure adherence to World Renew and donor financial procedures in alignment with local laws
- Serve as the SAGE Focal Point, liaising with North America finance staff, providing troubleshooting support, staying updated on system changes, and training staff as needed.
- Participate in organizational SAGE and finance meetings to ensure alignment and knowledge sharing

Financial Planning & Reporting

- Lead budget-spend variance meetings for World Renew and partner programs
- Prepare monthly, quarterly, and annual financial reports in collaboration with program and systems teams
- Support with quarterly financial forecasting and the preparation of Fund Transfer Requests
- Assist in the development and review of annual program and project budgets
- Prepare documentation to facilitate the annual external audit, donor audits, internal audits, and/or revenue audits, including support to partners as needed, and ensure implementation of financial recommendations

Financial Management Support for Partners

- Guide partners in /build capacity on financial reporting and management practices to ensure accuracy and compliance
- Review partner financial reports and provide constructive feedback for improvement
- Assist partners with budget variance analysis and provide financial insights during review meetings
- Support partners with budget preparation
- Participate in partner evaluations to strengthen financial planning and oversight

Other Responsibilities

- Foster effective collaboration between the Finance Department and other departments (HR, Logistics, Program)
- Assist with special tasks assigned by the Operations Manager, such as asset spot checks, stock verification, and site visits
- Contribute to the development and adaptation of financial management tools and support staff training on new procedures and systems.
- Comply with the Code of Conduct and policies on safeguarding, conduct, health and safety, confidentiality, and protection principles.
- Report concerns about the well-being of children or vulnerable adults and any inappropriate behavior by World Renew staff, consultants, contractors, volunteers, interns and/or partners in compliance with World Renew's Code of Conduct and policies
- Serve as a World Renew Haiti thematic focal point as needed/appropriate (e.g. gender, safeguarding, etc.)
- Perform other essential tasks as assigned

SUPERVISORY RESPONSIBILITIES: None at this time

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

1. High ethical standards and ability to respect and support the Christian mission, vision and values of World Renew
2. Active participation in a community of faith, reflecting a commitment to values of compassion, service, and integrity in both personal and professional life
3. Demonstrated commitment to contribute to and promote a work environment that values diversity, inclusion and equity
4. Committed to working towards gender equality, equity and justice in all aspects of our policies and organizational structure
5. Commitment to integrating social inclusion and safeguarding in all aspects of our, policies and organizational structure
6. Ability to work under pressure, meet deadlines, and demonstrate good organizational skills, fairness, integrity, and attention to detail
7. Ability to maintain confidentiality of financial information
8. Ability to work in a team and develop team skills in others, especially with local partners
9. Proactive, flexible with the ability to work with minimal supervision

EDUCATION & EXPERIENCE:

1. University degree in Accounting from a recognized university
2. At least 3 years of relevant experience in accounting (experience with a national or international organization preferred)
3. Strong proficiency in accounting software, especially SAGE Intacct, Excel; Martus Budgeting a plus
4. Good working knowledge of Microsoft Office, SharePoint, Teams
5. Experience with institutional donors such as Global Canada Affairs (GAC), European Union, etc. highly preferred

LANGUAGE SKILLS:

- Excellent communication skills in written and verbal Haitian Creole and French
- Advanced proficiency in English strongly preferred
- Knowledge of Spanish is a plus

This job description serves as a guide for the role and may be adjusted by World Renew as needed.

With World Renew's commitment to Core Humanitarian Standard and Safeguarding responsibilities, as part of the recruitment process, a successful candidate can expect to go through a thorough background check.

We do not discriminate based on disability, culture, ethnicity, or gender, and welcome and encourage people from diverse backgrounds to apply.

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How to Apply

Interested candidates are invited to submit the following documents:

- A cover letter outlining their interest and qualifications for the position
- A current CV
- Contact information for three professional references

Please send your application to recruitment.haiti@world-renew.net, with the subject line: **Finance Officer Application**. Only shortlisted candidates will be contacted. We thank all applicants for their interest.