**Job Description**

**Position Title :** Finance Coordinator **Location:** Port-au-Prince with periodic travel to the field  **Type of Employment :** Full time (40 hours a week)  
**Supervisor :** Finance and Operations Director

**Deadline**: October 10, 2023

**GENERAL FUNCTIONS:** The Finance Coordinator assists the Director of Finance and Operations in managing the finance and accounting systems of World Relief Haiti program, matters relating to grants finance compliance, financial risk management, staff capacity development and implementation of strong and effective internal controls. The Finance Coordinator will work as part of a multi-sectoral team. This position requires a professional with in-depth knowledge of accounting and finance, with specific reference to the operation of an international non-governmental organization (INGO).

**MAJOR RESPONSIBILITIES :**

**Financial Reporting**

* Responsible for timely and integrity of financial data upload into ERP system- Cyrus
* Prepare monthly project financial reports for management and donors
* Ensure alignment between donor approved budget, Cyrus ERP and financial reports
* Monitor project expenditure against approved budget and advise on potential risk of under/over spending through variance analysis
* Follow up promptly on reconciling items on bank reconciliation

**Financial planning and budgeting**

* Provide technical support in annual planning and budgeting process ensuring compliance with WRH and donor regulations
* Support programs team in developing budgets for new programs and proposals
* Support effective cash management of the office by coordinating cash flow forecast and monthly funding request from Home Office

**Risk management and controls**

* Review adequacy of internal controls and accounting processes and make recommendations to the Finance and Operations Director for improvement
* Review payment and journal vouchers to ensure accuracy, completeness and compliance to policies and procedure
* Support internal and external audits by preparing and providing timely information and documents during audits.
* Contribute in providing responses to audit queries and timely implementation of audit recommendations
* Contribute to the development of local policies, guidelines and procedures
* Be abreast with local government financial and tax requirements and ensure compliance

**Staff management and capacity development**

* Supervise selected finance staff in Port-au-Price and field offices
* Facilitate non-finance staff in understanding and interpretation of financial reports
* Provide training to WRH staff in finance policies and procedures, ensuring understanding and compliance
* Visit field offices on regular basis to provide technical support and
* Manage and maintain effective working relations with the banks.

**Perform any other duties assigned by the Finance and Operations Director.**

**KNOWLEDGE, EXPERIENCE AND SKILL FOR THIS ROLE:**

* Bachelor’s degree in Accounting, Finance, Business Administration or a related field. Master’s degree will be an advantage
* Must have sound knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal financial controls.
* Experience with ERP systems, MS Word, Power Point and MS-Excel strongly desired
* Strong accounting and analytical skills is desired for this role
* Must possess good communication skills.
* Requires a minimum of 4 years working experience, three with an international NGO. Must have managed a department team.
* A wide working knowledge of major donor regulations with particular bias to Government grants, Multi-lateral donors an advantage.
* Experience with audit processes (both internal & external)
* Evidence of high level written and spoken English and French abilities.
* Excellent networking, interpersonal relationship and people management skills.
* Ability to work in difficult, insecure and stressful conditions.
* Must be a committed Christian, able to stand above denominational diversities.
* Demonstrated ability to think strategically, manage to plan and meet deadlines

HOW TO APPLY

Please send your applications to the following email address: **wrhadmin@wr.org** with “Finance Coordinator” in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained