**FINANCE OFFICER I– JOB DESCRIPTION TEMPLATE (JDT)**

|  |  |
| --- | --- |
| **Qualities** | **Description** |
| **Summary** | * Responsible for all financial issues related to the Country Program. S/he will manage the daily financial operations (accounting, financial management, budget monitoring, reporting and Sun Systems Administration) of the program and ensure that the financial accounting environment is incompliance with CRS policies and procedures, donor rules and regulations & local government requirements.
* Ensure all Project/Program Advances issued to partners are properly accounted for, and liquidated within the established deadlines, review liquidation requests submitted by partners, and ensure the liquidation documentation is in conformity with generally accepted accounting principles and in compliance with CRS and donor requirements.
 |
| **Key Responsibilities** | **Accounting:*** Ensure that the financial accounting environment in the Local Office is in compliance with CRS policies and procedures, donor regulations and local legal requirements.
* Prepare Disbursement Requests for next level authority approvals, and process them at appropriate level.
* Prepare Bank Forms for payments with all necessary approvals.
* Review and process liquidation requests submitted by partners and ensure that all Project Advances issued to partners are properly accounted for, and liquidated within the established deadlines.
* Review liquidation requests submitted by partners, and ensure the liquidation documentation is in conformity with generally accepted accounting principles and in compliance with CRS and donor requirements.
* Prepare Bank Reconciliation; send Reconciliation, with copies of the Bank Statements, to next level approval authority for the Month End Processing.
* Keep informed about local fiscal and other financial laws related to taxes and exemptions; inform next level authority and Country Program staff as appropriate.

**Budgeting:*** Maintain and Implement good working knowledge of all project budgets and applicable CRS, donor and country law regulations;
* Assist Local Office staff with budget development – external and internal.
* Review partner budgets, provide comments and recommendations to ensure compliance with CRS financial policies and donor rules and regulations;
* Assist the next level authority in preparation of the APP and project budget development, as required.

**Financial and Cash Management:*** Review Partner Project Agreements prior to signing;
* Instruct and train partners regarding how to financially report to CRS in line with CRS financial policies and procedures and donor regulations;
* Provide technical support and coaching to Country Program staff and partners and follow up, detailed training and coaching to finance staff regarding liquidations/advances, budget modifications, bank transactions, etc;
* Provide daily management of finance issues and ensure all deadlines are met;
* Prepare the Quarterly Cash Forecast and submit Monthly Cash Request
* Identify and remedy internal control weaknesses in all areas that impact CRS financial resources;
* Conduct regular and thorough financial monitoring of Partner Organizations that receive funds from CRS by using the approved and tested assessments tools.
* Review and approve of documents prepared by the finance department staff (AFOs).
* Assist the EMECA finance in dealing with queries from HQ.

**Reporting*** Prepare financial reports for partners and Country Program staff when required.
* Track the status of outstanding advances issued to partners and prepare Partner Advance report on a monthly basis and presented to the concerning authorities (Project Managers, COP’s, HOP, etc)
* Responsible for working with auditors and responding to queries coming from auditing reports regarding financial issues of country program
 |
| **Key Working Relationship** | **Supervisory:**Assistant Finance Officer, Finance Officer**Internal:**Country Program finance department, Regional Finance department (officers, managers, analysts), CP Project Officers & Managers, Country Representative, and Regional Director**External:**Partner Organizations, Auditor, Local Banks, Local Taxation and Social Security Authorities. |
| **Agency-wide Competencies** | * These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.
* Serves with Integrity
* Models Stewardship
* Cultivates Constructive Relationships
* Promotes Learning
 |
| **Personal Skills** | * Demonstrated strengths in financial management with a strong client service focus; able to work with diverse groups of people and team oriented environment
* Skilled in obtaining information necessary to accomplish duties
* Able to prioritize work, multi-task and meet deadlines
* Problem analysis and problem resolution at both a strategic and functional level
* Able to express technical ideas and concerns in a non-technical environment
* Strong customer orientation
* Able to work independently
* Able to adapt and learn
* Ability to develop effective systems considering organizational effectiveness and impact on people.
* Strong organization and planning skills, detail oriented
* Maturity and discretion, able to work with, and maintain confidential information.
 |
| **Qualifications** | * BA/BSc Degree in finance, financial management, economics, accounting or related field from recognized institution.
* At least 3 years of relevant experience is required (accounting and financial management duties for international agencies).
* Strong computer skills, particularly Excel, Word and Access.
* Knowledge of CRS finance, accounting, and budgeting policies, procedures and standards preferred.
* Experience with accounting systems required; Sun Systems experience preferred.
* Fluency in written and spoken English; excellent written and oral communication skills.
 |
| **Disclaimer** | * This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.
 |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee | Name | Signature | Date |
| Supervisor | Name | Signature | Date |
| CR or Designate | Name | Signature | Date |