

## Job description

### I. Job details

1. Department	Programmes
2. Country / Location	/
3. FundsPro cost allocation	(e.g. 000017.2.1.)
4. Job name	Finance Officer (m/f/d)
5. Title of job holder	
6. Salary Group	SG 7
7. Immediate superior (in disciplinary matters)	(e.g. Head of Project, Head of Finance etc.)
8. Subordinate position(s)	National administrative staff in project/country office
9. Representation	
represents	to be decided on relevant occasions
is represented by	to be decided on relevant occasions
10. Contract period	

### II. Objectives, duties, areas of responsibility

#### 1. Objectives of the position

The objective is to implement existing financial management standards in the programmes and projects efficiently and promptly, thereby making a significant contribution towards the success of the programme work.

This involves:

- ensuring that the projects' / project's financial administrative processes at the project location are auditable and efficient and carrying out financial administrative controls at project level;
- supporting the Head of Project perform his/her supervisory duties within the framework of project administration

- if necessary, instructing and supporting project partner organisations (PPO) in matters relating to financial management so that they fulfil their contractual obligations towards Welthungerhilfe and co-financers in accordance with the partner contract and in an auditable manner.

## 2. Duties and area of responsibility

### 2.1. Duties with own area of responsibility

The main focuses of areas of responsibility are based on Welthungerhilfe's valid rules and standards and project administrative process descriptions and progress reports.

The Finance Officer of the project is responsible for:

- Ensuring that project funds are correctly managed according to the specifications of Welthungerhilfe and co-financers.
- This includes: liquidity planning of project, fund requests, bank transactions, bookkeeping, preparing of end-of-month accounts and of prompt financial reports / the financial part of reports on expenditure of funds in cooperation with Head of Finance in Country Office
- Ensuring that documentation of data, account assignment and bookkeeping entries are carried out correctly in bookkeeping Software
- Ensuring costs are cleared internally within a project or between projects (correct allocation of costs)
- Preparing documentation that Head of Project and/or PPO can assume budgetary responsibility (expenditure and budget control)
- Preparing annual account documents in cooperation with Head of Project and Head of Finance in Country Office
- Preparation of refunds/returns/final fund requests to donors
- Instructing, advising and supervising of local administrative staff
- Making purchases and awarding of contracts according to valid regulations (of Welthungerhilfe and co-financers)
- Monitoring and correctly processing relief supplies and other equipment, particularly in terms of compliance with import regulations, monitoring inventory accounting, physical inventory inspections
- Correctly managing project inventory and vehicle fleet
- If applicable: Supporting PO implement project according to co-financing agreement and Welthungerhilfe standards

### 2.2 Duties without own area of responsibility

- Supporting Head of Project prepare or revise project / co-financing budget in terms of formal correctness
- Regularly informing Head of Project about the project's financial status
- Supporting the Head of Project with the liquidity planning of the project
- Checking of national law and the relevance for Welthungerhilfe

- Ensuring correct personnel management within the project. This involves in particular: preparing and monitoring contractual standards for local staff
- Preparing visits (journalists, staff from head office, representatives of co-financers, etc.) and supervising visitors
- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

### **2.3 Specific Activities and duties of the position**

To be filled in or described individually by the Country Director or immediate superior

### **III. Job requirements**

#### **1. Knowledge/ Qualifications**

- 1.1 Professional/ formal qualification  
Commercial training with additional qualification and several years' professional experience
- 1.2 Job-related professional experience  
2 to 5 years' professional experience working in the global South
- 1.3 Foreign language skills  
Fluency in a world language and ability to communicate in an additional world language
- 1.4. Miscellaneous  
Coordination and organisation  
Financial processing of projects  
Ability to cope in a tropical climate

#### **2. Social skills**

- 2.1 Social skills  
Cooperates with others when goals are mainly the same
- 2.2 Capacity for teamwork  
Ability to work in a team
- 2.3 Intercultural competence  
Motivated and willing to take the initiative (determination)  
Competent in intercultural communication  
Good negotiating skills

#### **3. Disciplinary Leadership of staff**

None

#### **4. Responsibility**

Activity based on specifications with scope of action and decision-making for an assignment; independent use of familiar methods and instruments necessary