



FINANCE OFFICER

About the job

The Italian Refugee Council (CIR) is running operations in Libya and Tunisia in order to implement several projects funded by UN agencies and the Italian Cooperation. In order to support the growth of the mission, CIR is presently looking for a Finance Officer to support the Admin/Finance Department.

The position is based in Tunis. Occasional field visits (south of Tunisia and Headquarter in Rome) might be required.

Overall purpose of the role:

Under the supervision of the Admin/Finance Coordinator, the Finance Officer will be responsible for the following tasks: regular follow-up of financial indicators of all projects implemented in Libya and Tunisia, daily supervision of financial transactions, support in the implementation of CIR financial procedures.

Main duties and Responsibilities of the role

1. ACCOUNTING AND FINANCIAL MANAGEMENT:

- Supervise the preparation of monthly accounts,
- Send the monthly closure in a timely manner to HQ,
- Supervise daily payments and cash management to ensure that CIR Financial procedures are followed.

2. BUDGET MANAGEMENT :

- Monitor the financial indicators of all running projects,
- Follow-up staffing costs and their allocations among projects,
- Analyse gaps between available funds and actual expenditures,
- Draft budget proposals and intermediate donor reports.

3. INTERNAL CONTROL :

- Ensure that CIR procedures are respected in daily operations in all the support departments.

Essential minimum qualifications and professional experience required

- Education: Advanced University degree in Economics, Finance or related area,
- Job Experience: 2 years of experience in financial management. A previous experience in the context of NGOs is desirable,
- Languages: Fluent English and French,
- Excellent financial and analytical skills,
- Ability to work in multicultural contexts.



Conditions – We offer

- Contract: Fixed-term position
- Contract length: 6 months with possibility of extension
- Start date: As soon as possible
- Duty Station: Tunis

Application process

All applicants must send a cover letter and an updated CV (no longer than four pages) in French or English to hr@cir-onlus.org.

Closing date for applications: April 19th 2018 at midnight.

For further information about the Italian Refugee Council, please consult our website www.cir-onlus.org

Salary and conditions will be in accordance with Italian Council for Refugees 's Terms of Employment for Expatriates.