

## Finance Officer

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<b>Job Title:</b>	Finance Officer
<b>Job Type:</b>	Part-time up to Full-time
<b>Reporting Manager:</b>	Country Director
<b>Department:</b>	Operations
<b>Office:</b>	Bucharest, Romania
<b>Date:</b>	September 14, 2020

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### Job Description:

The Financial Officer will ensure effective financial operations, strategy and grant accounting for IJM Romania, ensuring timely and accurate financial reporting. The Financial Officer will liaise with key internal and external entities, including coordination with IJM's external accounting firm for regulatory and tax compliance.

### Key Result Areas:

The success of this role is measured by the following KRAs:

1. IJM's financial actions are strategic and carefully accounted for.
2. IJM complies with all grants and donor compliance requirements.
3. Contributes to efficient programs and grants management and implementation including proposal development, reporting, and grants monitoring.
4. Effective allocation of costs to different grants/cost centers.
5. IJM complies with all financial and statutory requirements of Romania.

### Roles and Responsibilities:

#### Leadership and Management:

1. Assist leadership with budget management, projections, major purchases and financial reporting.
2. Supervise, oversee and delegate activities as applicable.
3. Support the Romania senior leadership team to know Finance department needs.
4. Communicate financial and grant information to the Country Director, heads of departments and IJM HQ personnel.

#### Policies and Procedures:

1. Ensure Finance Best Practices policies and procedure are adhered to.
2. Perform internal control procedures as needed, including small tools and asset inventories.
3. Ensure compliance with grant regulation/policies.

#### General Accounting & Statutory Compliance:

1. Ensure adherence to Internal Controls and IJM's internal policy and procedures in all aspects of the financial management for the field office.
2. Post transactions accurately ensuring the right class of accounts, projects and grants are charged.
3. Prepare request for funds in line with IJM wire transfer request process for review and approval as well as confirm receipt of wires.
4. Select and manage relationships with banking institutions.

5. Ensure the timely completion of monthly accounting entries and submit reports including the monthly finance packet to support the month-end close process of IJM.
6. Ensure the supportive documents and files are ready for statutory external audit and other forms of audit by IJM and partners.
7. Maintain confidentiality and security of all financial, privileged, and/or sensitive information.
8. Coordinate with the Global Finance & Accounting Lead at HQ to expeditiously resolve all issues of accounting including findings from internal reviews.
9. Ensure all tax requirements on PAYE, WHT annual returns are complied with.
10. File corporate taxation returns as well as NSSF returns and documents in cooperation with the relevant local authority and follow up on all pending returns if any.
11. Manage payroll, including benefits, for all applicable staff members.
12. Ensure grant-expenditures are properly charged and adequately supported in accordance with donor regulations and best practice.
13. Maintain comprehensive internal controls on grant and financial management system, sub-grants, and audit requirements.
14. Support grant implementation through expenditure review, analysis and reporting to give clear visibility on budgets and spending for effective management and compliance of the award and donor terms and conditions to prevent financial and reputation risks to IJM.
15. Prepare and maintain the Grant BvA, while ensuring that the same is regularly shared with program and operations staff as appropriate.
16. Maintain Project Equipment Inventory and tax payment records for grants to support donor filings and award close-out processes.

#### **Supervisory:**

1. The Finance Officer reports to the Country Director.

#### **Education & Experience:**

1. Bachelor's degree in Finance or Accounting.
2. Three or more years of experience as accountant, office administrator or similar position.
3. Computer literate with proficiency in MS Word, Outlook, Excel and QuickBooks.
4. Experience supporting teams with grant funding.
5. Certified accountant is preferred.

#### **Technical Competencies:**

1. Understanding of the accrual-based accounting, double entry principles, and system based financial management.
2. Experience with foreign currency, GAAP accounting and IT management preferred.
3. Knowledge of local laws affecting financial reporting and control requirements.
4. Knowledge of grant management and reporting.
5. Experience with US grant management preferred.

#### **Non-Technical Competencies:**

1. Passionate commitment to IJM's mission and values including bridge building and professional.
2. Servant leader, humble.
3. Courageous, ability to think creatively and innovatively.
4. Attention to detail, organized and disciplined with priorities.
5. Professional in demeanor, appearance, writing and oral communication.
6. Works well under stress with a sustained positive attitude.
7. Exceptionally high level of honesty and integrity.
8. Intelligent, creative and proactive problem solver.
9. Diplomatic and flexible with strong service ethics.
10. Ability to contribute outside of the designated areas of responsibility, team player.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Please submit a CV or resume and cover letter to [romania@ijm.org](mailto:romania@ijm.org). Compensation will be competitive and commensurate with skills and experience.