

# Family Health Association of Iran

---

**Title:** Finance and admin manager

**Duty Station:** Tehran

**Supervisor:** Chief Executive Officer (CEO)

**Purpose of the Post:**

To enhance the effectiveness and operational efficiency by ensuring robust budgeting, accounting, costing, fund flow, auditing, compliances and reporting systems are developed and maintained and ensure logistics and administration.

**Major Duties and Responsibilities:**

- A) Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
- B) All the key responsibilities of a finance and admin manager.
- C) Financial and administrative advisory responsibilities.

**Summary of key functions:**

1. Responsible for developing, implementing, and maintaining efficient and effective financial management, costing and auditing systems.
2. Plan, implement, and monitor performance of all financial, costing and auditing system in terms of:
  - a) Deployment and utilization of resources
  - b) Development of people
  - c) Deployment and stabilization of systems and processes
  - d) Reach
  - e) Quality
  - f) Cost
  - g) Time
3. Develop and disseminate guidelines, policies, standards and technical tools relating to financial system.

4. Be responsible for the up-gradation of knowledge and skills of people engaged with financial management, costing and auditing systems strengthening. In doing so bring together and make available the knowledge of various actors in the field of overall financial, costing, auditing and etc.
5. Responsible for overall financial, administration and logistics management (planning, budgeting, accounting, reporting and auditing)
  - a) Preparing financial reports and compiling financial information for the EXCO and CEO.
  - b) Developing financial information systems including electronic Information Management System (eIMS) to ensure they meet the financial reporting needs of IPPF SARO.
  - c) Preparation and review of the Annual Programme Budget (APB) and accounts for IPPF SARO.
  - d) Facilitating internal and external audit in accordance with the IPPF policies and procedures.
  - e) Ensuring compliance with statutory requirements.
  - f) Ensuring compliance with donor requirements with respect to accounting, controls and reporting.
  - g) Coordinate and oversee financial system strengthening related initiatives including providing requisite training on the strengthened systems for staff.
  - h) Oversee the logistics management function of the office
  - i) Oversee the administration and support services of the office.
6. Responsible for oversight on financial management systems including:
  - a) Ensuring compliance with donor requirements with respect to accounting, controls and reporting.
  - b) Review MA APB and prepare grant agreements and ensure timely grant recommendations.
  - c) Detailed review, analysis and follow up of MA financial and audit reports, etc.
  - d) Coordinate and oversee financial system strengthening related initiatives.
  - e) Undertake monitoring visits to the MA.
  - f) Providing any other support that may be required.
7. Be the focal point for financial, costing and auditing systems.
8. Build and reinforce external relationships, coalitions and participate in conferences, events, etc.
9. Administrative rolls:

- a) Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- b) Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- c) Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- d) Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- e) Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- f) Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- g) Provides historical reference by developing and utilizing filing and retrieval systems.
- h) Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
- i) Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- j) Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- k) Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- l) Contributes to team effort by accomplishing related results as needed.

**Qualification and Experience:**

Chartered Accountancy and/ or graduate degree in Financial Management.

Qualified accountant.

Degree or equivalent standard of education to support good written and analytical skills.

Evidence of professional development particularly in business skills desirable.

**General knowledge of:**

1. Minimum 5 years experience in the finance and admin management.
2. Advanced application in related work.
3. Solid track record of progressively responsible financial experience managing the accounting
4. Experience of developing and managing and monitoring sub-contracting arrangements
5. Solid track record of progressively responsible experience setting up the accounting and finance function for a large funded project.
6. Experience of international project implementation and monitoring
7. Experience in audit and financial control systems.
8. Strong financial analysis experience.
9. Experience in capacity building and organizational development advantageous.
10. Strong IT skills (including spreadsheet applications, especially Microsoft Excel, and databases).
11. Knowledge of financial reporting systems
12. Fluent English (verbal and written). Excellent interpersonal skills. Strong verbal communication skills required to train non-financial staff in complex financial information.
13. Strong analytical skills.
14. Excellent time management and organizational skills.