

# Family Health Association of Iran

---

**Title:** Finance Officer

**Duty Station:** Tehran

**Supervisor:** Finance and admin manager

**Purpose of the Post:**

- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Monitor budgets and expenditures and contribute to preparation of budget revision.
- Prepare project financial reports and statements.
- Monitoring the expenditure recorded in the computer based system.
- Check and ensure that all procurement process and expenditures of the project are in accordance with the MA procedure. This includes ensuring receipts to be obtained for all payment.
- Check budget lines to ensure that all transactions are booked to the correct budget lines.
- Providing and interpreting financial information.
- Reporting on factors influencing business performance.
- Cooperating in the process of Association's internal and external audit.
- Maintaining a good external relationship with appropriate contacts, e.g. auditors, solicitors and bankers
- Responsible for any financial tasks related to the Association of conferences, workshops, retreats.
- Carry out any other financial assignments as requested by the finance and admin manager.

**Major Duties and Responsibilities:**

- Handling all administrative, personnel and financial support require to the project, ensuring that appropriate control reporting structure.

- Manage projects accounting and financial system by ensuring that appropriate control and reporting structures are maintained in accordance financial rules and regulations, and co-ordinate use of filed financial resources.
- Coordinate and act as focal point for issues relating to finance (including salary, payments) in the finance section.
- Co-ordinate processing of whole complex routine personnel forms such as attendance and leave reports, and all entitlements of the staff.
- Coordinate the asset inventory process, including procurement.

**Qualification and Experience:**

- A Bachelor's degree in Accounting, Business or equivalent.
- At least 3 years relevant continuous work experience in finance and administrative functions.
- Experience with donor funded projects will be an added advantage.
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis.
- High integrity, strong result orientation and drive for excellence and initiative taking.
- Good communication skills, including drafting documents.
- Knowledge of English as required.
- Be a team player.
- Work experience with MS Office applications is a must.
- Excellent organizational skills, including proven ability in administration, human resources, financial and logistics.
- Previous formal and non-formal training in information technology
- Willingness to undertake additional responsibilities and initiative is critical
- Project management experience is an advantage.