

SUPPORT TO LIFE / HAYATA DESTEK

www.supporttolife.org / www.hayatadestek.org

ADMINISTRATION and FINANCE MANAGER

REF: AFM042013

Background

Support to Life (STL), a humanitarian aid agency with headquarters in Istanbul, works internationally on disaster preparedness, risk reduction, and relief and recovery projects in disaster areas. In line with its mandate, STL has been operating in Southern Turkey to provide humanitarian assistance to the Syrian population who have been affected by the conflict and who have sought refuge in Turkey.

STL is looking for a new team member to carry out its administrative and finance management tasks in Hatay.

Job Description

Location: STL operational base in Hatay

Scope: All relief projects in Southern Turkey, approximately 4.1 million TL

Starting Date: 1 May 2013

Working in close collaboration with Senior Finance Manager, the Admin and Finance Manager will be responsible for the following tasks:

1. Finance Management

- Ensuring that cooperation agreements are signed upon approval of proposals and all relevant documentation (admin/finance, logistics, etc) are obtained from the donor
- Ensuring that Admin/Finance team members are oriented in terms of donor regulations and financial progress reports are prepared according to donor formats and regulations
- Developing and revising project budgets, as necessary
- Checking and evaluating the budget and financial reports of all projects under STL Syria Relief Program
- Developing, interpreting, implementing and coordinating internal accounting, billing and auditing procedures

- Supervising the preparation of vouchers, bills, invoices and supporting documents for entry into the computerized accounting system (LUCA)
- Supervising and auditing all payables and receivables accounting functions
- Planning, coordinating and evaluating the operational and project budgets and producing monthly, quarterly and annual financial reports, as required,
- Summarizing and forecasting the finances in terms of income, expenses, cash flow and projected expenditure,
- Supervising bank relations and bank account activities including negotiation of fees, interest and currency exchange rates.
- Acting as main signatory for all bank and cheque related transactions,
- Developing and continuously improving financial controls, processes and systems
- Developing schedules and supervising the completion of external audits, and initiating actions necessary to correct weakness,
- Supervising the preparation of Cash Transfer Requests to STL Istanbul and ensuring that appropriate balances are maintained in banks to facilitate project implementation and operations in the field,
- Supervising the preparation of Cash Transfer Requests to STL Istanbul for payment to contractors and suppliers

2. Administration

- Maintaining all financial, administrative and project related paper-based and electronic records, files, folders and documents in an accurate and orderly manner,
- Supervising the work of the Finance team, HR Officer, and any new recruits to the team for ensuring their good performance
- Attending coordination and other relevant meetings with NGOs and other stakeholders
- Ensuring that all relevant admin/finance and logistics policies and procedures are followed
- Ensuring that donor compliances and regulations are followed
- Briefing new expatriate staff regarding STL operational policy and procedures
- When necessary, supervising the logistics of the mission (procurement, vehicle movements, etc.)
- Carrying out any other tasks assigned by the Senior Finance Manager and Senior Operations Manager

3. Scaling up STL Hatay

- Identifying the human resource needs of STL Hatay team and recruiting staff as needed
- Ensuring that all new staff are familiar with their job descriptions and feel a part of the STL Hatay team
- Identifying the need for short term consultants and making arrangements for their appointment
- Working closely with Logistics team for arranging the accommodation space of project staff, including expats
- Supervising the administrative and financial management of the field relief operation

Qualifications

- University education and training in a relevant field
- Minimum 5 years multi-sector experience in administrative and finance management
- Sound knowledge of a variety of accounting software and systems
- Demonstrated understanding of and experience with the context of humanitarian aid
- Good understanding of key principles of international NGOs including accountability, impartiality, neutrality, independence, partnerships, and intercultural understanding
- Excellent command of the English language
- Effective communication, motivating leadership and interpersonal skills
- Strong commitment to team work
- Ability and willingness to travel frequently

Application

STL is an equal opportunity employer. Interested persons are requested to send their application consisting of a cover letter and CV including three professional references.

The application should be submitted by **15 April 2013** to the following e-mail address: isbasvuru@hayatadestek.org

We kindly request applicants to include the **reference code AFM042013**.

Please note that only shortlisted candidates will be contacted.