

JOB DESCRIPTION

Job Title: Finance & Accounting Officer		Division: Finance and Operations
Location: Brussels preferred, London considered	Responsible to: Head of Finance and Operations	Date: June 2022
1. JOB PURPOSE		
<p>The Finance Officer participates in the financial management of projects financed by private donors and/ or public institutions (restricted projects).</p> <p>He/ She also contributes to the effective and efficient management and accounting of the IPPF EN.</p>		
2. KEY TASKS		
<ol style="list-style-type: none"> 1. In close collaboration with project teams and under the direction of the Head of Finance and Operations, provide assistance on the financial management of projects funded by private donors and EU. <ul style="list-style-type: none"> • Following up on financial progress of projects/programmes and maintaining a regular financial monitoring on donor funded projects and programs, including budget revision. • Collect, compile and verify the financial reports sent by Member Associations (MAs) and Partners before the submission to the main donor. • Liaising with IPPF Member Associations and collaborative partners on the financial management of sub-grants awarded to them. • Produce comparison budget vs actuals at Consortium, MAs and Partners level • Develop and automatise reporting templates at Consortium level as well as for the MAs and Partners, enabling an efficient overall project monitoring and support to the MAs • Monitor budgets of funded projects, including timesheets and staff costs • Work closely with the Head of Finance and Operations to ensure the timely preparation and submission of project financial reports and supporting documentation. • Prepare sub-awards disbursement and follow-up payment confirmation from partners. • Contribute to the development and updates of internal financial guidelines on the use of restricted funding, in accordance with donor requirements in order to provide supporting tool for MAs. 2. Provide support to the Head of Finance and Operations on the monthly closure tasks, including salary allocation, internal reporting, actuals vs budget, reporting to Central Office etc., supporting the financial monitoring at organisation level and quarterly budget revision. 3. Assist Head of Finance and Operations and Project Managers and Leads on providing financial support to the MAs as required. 4. Prepare the administrative and financial documents to transfer funding to MAs. 5. Contribute to the preparation for internal and external audits. 6. Check, correct, follow-up and maintain of a variety of financial and other business records and documents: <ul style="list-style-type: none"> • Ensure all supporting documentation are available and in compliance with purchase orders before payment, as per donor & internal finance regulations • Check travel expenses and supported authorisation in accordance with the internal travel guide 		

7. Perform any other duties as may be requested by the Head of Finance & Operations

8. Adhere to the safeguarding reporting and monitoring requirements of this role

3. QUALIFICATIONS & PROFESSIONAL EXPERIENCE

Required:

- A University degree in Accounting / Finance / Business Management
- At least 5 years of experience in financial management or a similar position
- Proficient in the use of MS Office applications, particularly advanced level in Excel

Desired:

- Knowledge of the ERP Netsuite is an asset
- Experience within a not-for-profit organization is a plus

6. SKILLS and PERSONAL COMPETENCES

- Very good command of English, a good command of French is an advantage
- IT and analytically-minded
- Ability to multitask
- High attention to detail
- Excellent time management and organizational skills to meet deadlines and deliver results
- Demonstrate initiative and ability to work independently and as part of a team
- Able to maintain confidentiality
- Open minded, empathic and flexible
- Commitment to gender equality, sexual and reproductive rights, non-discrimination and diversity, and young people and youth participation are a must.
- Understanding of and commitment to safeguarding in the local and international context