**Vacancy Announcement**

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| **Position title** | **Finance Officer** |
| **Vacancy No.** | YAO-Sul-19-32 |
| **Duration** | 12 Months |
| **Duty station** | Sulaymaniyah |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 21/12/2019 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | The Finance Officer will be responsible for monitoring budgetary expenditure, preparing documents as required, and ensuring complete compliance with YAO and donor financial policy and procedures. S/he will assist in managing financial activities under the guidance and supervision of YAO’s Finance Manager. |

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| **Main Duties and**  **Responsibilities:** | * Manage petty cash on daily basis. * Assist in Maintaining project cashbooks up to date on a daily basis. * Make sure purchases are done in line with YAO’s procurement guidelines. * Review eligibility of all related expenses shown in the invoice. * Liaise with Finance head department regarding invoices validation, payment. * Check all voucher are properly filled (Accounting code, designation, budget lines...) * Computerize, on daily basis, cash and bank expenditures in M. Excel. * Check accounting codes and budget line imputations with his/her line manager. * Carry out cash reconciliation. * Conduct weekly cash counts for office and submit the cash count sheets. * Assist in preparing cash book for office as per the Financial calendar. * Ensure payment documents are scanned by the end of each month. * Undertaking other activities as required to fulfil the achievement of the project goals. |

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| **Required Qualifications & Experience** | **Education:**   * Relevant University Degree and/or equivalent qualification.   **Experience:**   * Minimum 2-year experience in working with NGOs/UN agencies. * Previous experience of progressively responsible experience in finance, business administration and humanitarian affairs is desirable. * Knowledge of analyzing qualitative and quantitative data. * Ability to build networks and create connections * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Cultural awareness and ability to build relationships quickly with a wide variety of people. * Must be Iraqi nationality holder.   **Knowledge:**   * Excellent communication and organizational skills. * Self-reliant and able to work independently. * Strong and co-operative team player. * Personal integrity and credibility. * Strong interpersonal and intercultural skills. * Ability to meet deadlines when focusing on other tasks. * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Sul-19-32**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
* **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.