



FINANCE MANAGER

| | |
|----------------|--|
| COUNTRIES: | Serbia |
| DUTY STATION: | Belgrade |
| NGO: | Oxfam Italia (OIT) |
| DEPARTMENT: | Development Cooperation and Humanitarian Aid |
| POSITION: | Finance Manager |
| STARTING DATE: | 16 November 2017 |
| DURATION: | 9 months |
| SALARY: | around 2300-2450 Euro, (gross per month), according to candidate's previous experience |

DEADLINE FOR SUBMISSION: **October 31st, 2017**

Interested candidates should send their **CV**, the details of **3** people who will serve as **professional references**, **letter of motivation**, all in English, before **October 31st, 2017** to selezioni@oxfam.it, specifying in the subject: "Selection_FM Consortium_2017_Name_Surname"

DESCRIPTION

Oxfam Italia is an independent NGO established in Italy (Arezzo) at the beginning of the '70s and now working in several countries. Oxfam Italia was born from the experience of UCODEP, an Italian NGO committed for over 30 years in the struggle against poverty and injustice. Oxfam Italia is the Italian member within the Oxfam Confederation, the fourth international coalition in the world, specialized in humanitarian aid and development programmes.

OUR VALUES

Economic justice, access to basic services, active citizenship, governance and humanitarian aid are the axes that guide Oxfam Italia's intervention, coherently with the values of justice, human dignity, democracy, solidarity, engagement and simplicity.

OXFAM ITALIA PROGRAMME IN SERBIA

Within its current work in South East Europe, since August 2015 Oxfam Italia (here after OIT) is committed to respond to the needs of refugees and migrants who are crossing Western Balkan countries and specifically Serbia and Macedonia.

As managing affiliate on behalf of Oxfam Confederation in South East Europe, OIT manages the humanitarian response and coordinates its efforts with other affiliates who are providing a response to the Migrants' and Refugees' crisis at the European level.

OIT focus areas are the Serbian borders with Macedonia, Bulgaria and Croatia, the existing government camps currently hosting 5.000 migrants and refugees and the migrants living outside of the centers, mainly in Belgrade. Other locations are investigated on the basis of changing needs.

OIT is responding to the immediate and critical needs of vulnerable target beneficiaries with a project focused on food provision in 9 government facilities but with key components related with social cohesion and advocacy. A Consortium between OXFAM, CARE, Caritas and Red Cross Serbia has been established, with OXFAM as Leader, and the four partners will implement the activities in the designed locations.

MAIN RESPONSIBILITIES

The Finance Manager, under the line management of the Consortium Coordinator will provide strategic management leadership on the key area of: General accounting and financial services.

General accounting and financial services

- Support the Consortium Coordinator in preparing budget forecasts (staff, running costs and shared costs) and regularly monitor allocation and coverage.
- Prepare periodic accounts and ensure all financial requirements set by country legislation (including accountancy)
- Train the financial staff of the four Consortium members on rules and regulations to be followed in the implementation of the Consortium ECHO funded project
- Carry out internal financial management controls (on the 4 Consortium partners) ensuring financial requirements are respected
- Verify and countersign each expenditure done by the partners and together with the Consortium Coordinator periodically approve the financial statements received by the four Consortium members.
- Assist, if requested and necessary, Consortium member's project managers in preparing and monitoring project budgets including assisting them in regular forecasts and in effectively managing the resources including reviewing financial-related aspects of grant contracts and amendments
- Oversee the preparation of financial reports to donors ensuring they are accurate and financial rules and regulations are followed
- Monitor proper management of cash-flow ensuring liquidity at all times
- Review, submit to Consortium Coordinator for approval, track and report transfers requests to the Headquarters including funds to be transferred to partners
- Ensure cash and banks accounts are regularly reconciled
- Accommodate internal (headquarters) audit visits and supervise the planning and preparation of external audits of whilst ensuring all timelines are met: follow up on the implementation of recommendations
- Ensure the correct implementation of audit reports required by the National Government, according to both Oxfam rules and local regulations
- Provide information, data, reports and queries on finance-related matters to the headquarters, other affiliates and donors
- Assess financial management skills of Consortium Partners and improve their capacity through training/workshops in order to ensure compliance with relevant financial and reporting procedures
- Oversee projects inventory, capital equipment
- Ensure procurement rules are regularly followed according to both Consortium and Donors' regulations

QUALIFICATIONS AND BEHAVIOURAL COMPETENCIES

- At least 7 years working experience in finance and administration, out of which 5 in similar financial management positions and with sound understanding of working in an international NGO.
- Knowledge of the region will be an advantage.
- Advanced university degree in fields relevant to the position (accounting, finance, business administration, human resources management, economics or other similar fields)
- Fluent written and spoken Serbian and English. Italian would be an asset.
- Proven knowledge of computerized systems and demonstrable experience of working with computerized accounting packages and spreadsheets
- Proven knowledge on grant accounting and sound experience with donors funding regulations, procedures and reporting requirements, in particular: ECHO
- Demonstrated capacity to supervise a complex financial management
- Ability to process, analyze and summarize quality financial management information, identify solutions and recommend suitable courses of action. Ability to work with discretion regarding confidential information. Possession of sound judgment and attention to detail
- Excellent organization skills and flexible approach to planning comprehensively, managing and prioritizing effectively a high workload and multiple tasks and deadlines
- Ability to lead and manage financial team and to delegate; proven ability to provide support, guidance and training to financial and non-financial teams; ability to work as part of a team, adopt a consensus based approach and work effectively through others
- Excellent interpersonal skills with ability to interact with people of different backgrounds and to communicate accounting concepts and principles to people with limited accounting knowledge. Ability to operate effectively in complex and highly networked working environments and to understand perspectives, pressures and challenges faced by colleagues and partners

- Commitment to Oxfam's overall aims and policies and experience of promoting gender equity and diversity and the interests of marginalized people in all aspects of Oxfam's work

SELECTION CRITERIA

CVs will be pre-selected according to their coherence with the required profile. Selected candidates will be called for interviews and selection tests. Interviews will take place in Belgrade.

Travel costs on account of candidate. For candidates who are not in Serbia the interview will first be done through Skype.

We thank all those who sent their application, but we inform that only those pre-selected for an interview will be contacted.

Note: for more information about the organization, please consult our webpage: www.oxfamitalia.org