

Job Description:

JOB TITLE	Finance and Administrative Director
TEAM	Organisational Support
DEPARTMENT	Organisational Support
REPORTS TO	Director
RESPONSIBLE FOR	Organisational Support Team
SCALE	Department Director
HOURS PER WEEK	40

OVERALL PURPOSE OF THE JOB

Amnesty International is an internationally renowned global movement made up of people who work to ensure that human rights are respected and protected, and to prevent human rights violations. Its vision is to enable everyone's access to human rights as defined in the Universal Declaration of Human Rights, as well as to all international human rights standards.

Reporting to the Amnesty International Turkey Director, Finance and Administrative Director is a key member of the leadership team and has strategic and managerial responsibility for all aspects of Amnesty International Turkey's finances, HR, legal procedures, IT and governance.

Finance and Administrative Director will work closely with the AI-TR Director, the senior leadership team, the Organizational Support Team, Amnesty International Secretariat Finance Team and the board to instill a culture of transparency, collaboration and dynamic leadership across the organization, and to ensure that all activities support Amnesty Turkey's mission and strategic priorities and foster continuous improvement and innovation while mitigating financial, administrative and operational risks.

Other key relationships: To fulfill the job description and as a part of the senior management team, the Finance and Administrative Director works closely with the Campaign & Communications Director, Human Rights Education and Advocacy Director, Fundraising Director, treasurer and the board; and in contact with the Certified Public Accountant, lawyers, trade unions, relevant ministries and directorate of provincial associations. Also, the Finance and Administrative Director has working relationships with Amnesty International Secretariat Finance Department and other Finance and Administrative Directors of the movement.

MAIN TASKS:

1 Team Management

- 1.1 Supervise and mentor all staff within the Organisational Support Department and ensure effective performance appraisals and measure objectives are set for each member of the department.
- 1.2 Ensure that the Organisational Support Department models best practices in providing services and support to other departments in Amnesty International Turkey.
- 1.3 Set the team goals and objectives in accordance with the strategic and operational goals of AI-TR and ensure that these are implemented.
- 1.4 Provide technical support and training to the team in terms of accounting knowledge and reporting, and support on finance IT systems.
- 1.5 Develop and construct the Organisational Support Team budget and monitor performance against actual throughout the year, including monthly forecasts.
- 1.6 Work with the Team to develop and achieve the Team mission, objectives and plans, including participation in Team meetings.
- 1.7 Implement the changes to systems and processes agreed as part of auditing and other finance and administrative review processes.

2 Providing administrative and financial executive leadership, vision and oversight for Amnesty International Turkey.

- 2.1. Lead the creation, development and monitoring of the organization's budget and projection processes in alignment with its strategy and plan.
- 2.2. Analyse and interpret financial results and trends. Direct the development of financial management reports, and present findings and recommendations to the Board, AI-TR Director, Senior Management Team and other internal and external audiences as appropriate.
- 2.3. Advise, inform, and hold accountable senior management on matters affecting financial planning, results and reporting.
- 2.4. Strengthen existing or create new operational systems, processes and procedures that support effective, efficient, and responsive financial management and accounting to the organization.
- 2.5. Ensure the provision of robust accounting services for use by managers in planning and controlling income and expenditure and in monitoring income and expenditure against targets.
- 2.6. Ensure preparation of monthly financial results, cash flows for quarterly/annual financial forecasts to assist in short- and long-term financial planning and inform decision making.
- 2.7. Establish and measure financial benchmarks for the organization. Assess the organization's performance against both short- and long-term strategy as well as the organization's budget.
- 2.8. Responsible for the development and effective implementation of all financial policies, procedures and the internal control structure for Amnesty International Turkey to ensure that procedures and processes are in place throughout AI-TR to minimise the risk of legal challenges to transactions, fraud and error through strict internal controls.
- 2.9. Ensure compliance with all Amnesty International reporting requirements.
- 2.10. Reviews financial reporting material for all grants; ensures, in close cooperation with the related staff and department, that resources are allocated in full compliance with stated grant intentions and oversees all financial, program, and grant accounting and reporting.
- 2.11. Lead on appropriate financial and operational internal or independent audits; if lacking, institutes controls, according to audit findings and overall best practices, including timely policy updates, establishing review procedures and implementing periodic reporting on control/risk assessment matters.
- 2.12. Analyse new business initiatives and proposed investments to provide insights to the Section Director and Senior Management Team.
- 2.13. Serve as part of the Senior Management Team and collaboratively work together to develop organizational strategic goals and objectives.
- 2.14. Liaison directly with Amnesty International Secretariat for all finance and administrative related matters and work with financial colleagues around the world on global administrative and financial initiatives.

- 2.15. Together with the Director and Treasurer, represent AI-TR's interests in international discussions on matters of finance and administrative affairs.
- 2.16. Keep abreast of legal and financial developments across the third sector and on local regulatory requirements.
- 2.17. Works closely with treasure and ensure that payments are completed on time, reporting needs of the board is met and annual/long term budgeting as well as forecast projects are approved by the board on time.
- 2.18. Lead on bank and financial institutions' relations management and manage financial investments and cash.
- 2.19. Provide financial training to non-finance staff within AI-TR, particularly in relation to budgetary control.
- 2.20. Ensure that IT, operational systems, and all other office procedures support effective operations of the organization. Manage smooth management of office environment and assets, ensuring full functionality of technical tools for work, office equipment, stationary, supplies and infrastructure for all staff at all offices, including functionality of IT through procurement of relevant external services.
- 2.21. Serve as the primary point of contact for all issues including safety and security relating to the office space
- 2.22. Work closely with Board members, AI-TR Director and related members to plan and realize general assembly meetings, board meetings and any other membership activities requiring the management's involvement.

3 In close collaboration with the Director, works to ensure that the organization is in compliance with the rules and regulations governing the operations of the organization and is protected from legal liability.

- 3.1. Being proactive in developing excellent risk management strategies within the organization, managing risk registration and organizing regular reviews.
- 3.2. Ensure compliance with constitutional regulations and the Law on Associations, taxation (direct and indirect), fundraising and aid collection legislation and other relevant legal requirements.
- 3.3. Responsible for quarterly Board and Committee reporting on Finance, Operations, Human Resources, and risk management.
- 3.4. Ensure compliance with core standards adopted by the international movement and advise the Director for the full compliance of the section. Leads the change processes in accordance with the assignments made by the director within this framework.

3.5. Liaise with relevant ministries and Directorate of Provincial Associations.

4 Lead and manage the development, execution and delivery of the Human Resources Strategy

- 4.1. Responsible for recognising, creating and implementing plans to promote diversity, equity and inclusion within Amnesty International Turkey.
- 4.2. Ensure HR strategy and policies are effectively aligned with and contribute to the overall Amnesty strategies.
- 4.3. Lead the development and execution of Human Resources strategy, policies and practices in order to realise the effective development of people and their performance.
- 4.4. Oversees the overall HR operations. This includes recruitment and orientation of new staff; maintenance of appropriate records; HR audits; development and maintenance of performance setting and evaluation processes; advising on grading and salary scales.
- 4.5. Ensure compliance with labour law, liaise with unions.
- 4.6. Maintains awareness of employee well-being and morale and recommends appropriate management response.

SKILLS AND EXPERIENCE

- Commitment to human rights and Amnesty International's vision and mission.
- Proven track record in senior management positions within organizations with a significant HR and Finance expertise. 3-5 years in director-level similar position, preferably in the NGO sector.
- Knowledgeable user of accounting systems and/or ERPs.
- Advanced user of MS Excel (pivot tables, macros).
- Experienced in fulfilling external governance and reporting requirements.
- Excellent communication and relationship skills.
- A multi-tasker with personal qualities of integrity, credibility, and dedication to the mission.
- Strong leadership and team building skills.
- Experience in developing and leading diversity, equity and inclusion plan.
- Proven change management experience; budget and process management.
- Negotiation, communication and presentation skills.
- Fluency in Turkish & English required and in any other additional language preferred.

ABOUT US

Amnesty International is a global movement of more than 7 million people who campaign for a world where human rights are enjoyed by all. We reach almost every country in the world and have:

- more than 2 million members and supporters who drive forward our fight for rights.
- more than 5 million activists who strengthen our calls for justice.

Our aim is simple: an end to human rights abuses. Independent, international and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. And whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world: One where human rights are respected and protected by everyone, everywhere.

At Amnesty International Turkey, we are passionate about what we do and we are proud of our achievements as a movement. Equality and diversity are at the core of Amnesty Turkey values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.