



<b>JOB TITLE</b>	<b>Finance Officer</b>
<b>TEAM</b>	<b>Organizational Support</b>
<b>DEPARTMENT</b>	<b>Organizational Support</b>
<b>REPORTS TO</b>	<b>Finance and Administrative Director</b>
<b>RESPONSIBLE FOR</b>	<b>Organizational Support Team</b>
<b>SCALE</b>	<b>Officer</b>
<b>HOURS PER WEEK</b>	<b>40</b>

## 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.

The Finance Officer together with the Finance Coordinator and Finance & Admin Director contributes to efficient and effective accounting, financial management and financial reporting by executing daily tasks with strong attention to details, with particular responsibility for maintaining balance sheet schedules and ledgers, producing account and bank reconciliations, assisting with monthly closings and account analysis, showing ability to complete core monthly accounting and financial reporting tasks with decreasing supervision.

## MAIN TASKS:

### Financial Control & Reporting

#### (Accounting)

- 1.1 Performing daily accounting transactions in a timely, accurate, and effective manner,
- 1.2 Supporting the preparation of financial statements (cash flow statement, incomestatement, trial balance, balance sheet) periodically,
- 1.3 Ensuring the account codes are used accurately and completely in all records in a way that reflects the donor / project information,
- 1.4 Communicating with the External Accountant in order to make timely and accurate tax (VAT, Withholding, Income Tax, Corporate Tax, Stamp Tax) and social insurance (SSI) declarations, to ensure that taxes and insurance premiums are paid on time,
- 1.5 Following up the accrued income and expenses, to make reconciliations.

#### (Bank/Cash Operations)

- 1.6 Following up financial transactions to be concluded from bank / cash accounts,
- 1.7 Following up payable and receivable accounts,
- 1.8 Tracking bank accounts, concluding payment transactions, and preparing monthly bank reconciliation forms,
- 1.9 Verifying supportive documents of financial transactions, ensuring approvals and proper documentation,
- 1.10 Following up cash accounts, concluding payment transactions and preparing monthly cash account reconciliation forms,
- 1.11 Maintenance of petty cash.

#### **(Budget Follow-up)**

- 1.12 Providing support to relevant departments in financial matters during the budget preparation phase,
- 1.13 Providing support to Finance Coordinator during periodic budget follow-up, providing assistance in the analysis of "budget-actual" and "deviations",
- 1.14 Supporting the follow-up of the budget for the project funds received from institutional donors, and the preparation of financial reports that meet the donors' terms / requirements,
- 1.15 To support the corrective actions on budget by making budget-actual analysis for budget lines before the final financial report to donors.

#### **(Fund Projection)**

- 1.16 To support the preparation of periodic (monthly) fund projections,
- 1.17 Ensuring that the operational expenses and project expenses are projected precisely in the light of the information derived from departments, ensuring that the funds are sufficient for the planned activities / expenses,
- 1.18 To suggest / develop user-friendly working methods that will make it easier to obtain information from departments for fund projection,
- 1.19 To follow up the fund balances of bank / cash accounts regularly,
- 1.20 To support preparation of up-to-date financial reports requested by donors for fund transfer,
- 1.21 Supporting the preparation process for the external audits requested by donors, and supporting the preparation of the reports and documents requested within the scope of the audit.

## **2. Internal Control**

- 2.1 To contribute to the development of the internal control and risk analysis system in financial and administrative matters, to ensure smooth functioning of the system, to support actions in order to improve the areas that are found not to be working properly,
- 2.2 Contributing to the development of approval / control processes and policies / regulations to manage financial risks, and to ensure the functioning of the system,
- 2.3 To ensure that the policies / regulations are up-to-date,
- 2.4 To support the development of document templates used in approval / control processes and to ensure that they are used appropriately,
- 2.5 To ensure that the approval / control processes are properly in use through departments, to support the trainings delivered targeting this goal,
- 2.6 To support the development / improvement of internal delegation of responsibilities and authority (IDRA) scheme that sets the expenditure and approval limits according to the financial transactions approval / control system,

- 2.7 Ensuring disbursement of funds in bank and cash accounts for operational / project expenses according to internal policies / regulations, maintenance of minimum / maximum limits, advance payment / settlement, etc.,
- 2.8 To support the establishment of written principles on such matters and to ensure their functioning,
- 2.9 Ensuring approval / control processes are in place, financial transactions are concluded and documented appropriately, etc.,
- 2.10 To prepare internal training materials to ensure that financial matters are properly understood and properly applied throughout the organization, to deliver presentations for educational purposes on financial matters,
- 2.11 To prepare for the internal and external audit processes of the organization, to prepare the necessary reports and documents, to support the corrective actions in line with the findings from the audits,
- 2.12 To provide orientation training on financial / administrative processes to new employees recruited.

### **3. Liaison**

- 3.1 Keeping in touch with suppliers, making account reconciliations, tracking payables / receivables,
- 3.2 In contact with the external accountant to ensure that the declarations to the tax office, social security institution, directorate of associations are made accurately and on time,
- 3.3 Being in contact with the bank, finding solutions to the organization's needs / demands regarding the bank,
- 3.4 Supporting Finance Coordinator and the Finance Admin Director on communicating with the head quarter of the organization, to respond to information requests, to make periodic reports, to deliver presentations.

### **Skills and Experiences**

- At least Bachelor's degree from Faculty of Economics and Administrative Sciences or a related department.
- Minimum 2-3 years of experience in accounting functions, preferably in NGOs.
- Having knowledge and experience of standard accounting principles, account tracking and e-invoice application,
- Proficiency in MS Office Applications (Excel, PowerPoint, Word) and cloud based systems (Microsoft, Google etc.)
- Experience on international donor regulations
- Good attention to detail and analytical skills
- Good planning and coordination skills, with the ability to organize a workload comprised of varying and changing tasks and responsibilities
- Strong communication (written and spoken), and interpersonal skills in English
- Ability to complete work in a timely manner while working on simultaneous tasks
- Ability and desire to learn new concepts/skills quickly
- Good problem solving, analytical, and organizational skills
- Strong reporting and communication skills.
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure

## **ABOUT US**

Amnesty International is a global movement of more than 10 million people who campaign for a world where human rights are enjoyed by all.

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.