



**Terms of Reference (ToR)**

Thursday, 18 November 2021

Job code: HF05021121

Job Title: Finance officer

Duty station: Turkey - Gazi Entab

Line Manager: Financial Manager

work nature

Full-time

Duration

6

Months

Number of vacancies required: 1

**About Horan Foundation**

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implementing various projects and programs.

**Job Details**

**Job Summary:**

The finance officer will record financial transactions on the accounting software, preparing the finance reports for the Ongoing projects and sending to finance manager in HQ  
Follow up suppliers' contracts and payments with the finance manager in HQ in turkey  
Compliance with the finance manual of the organization

**Main Responsibilities and Tasks :**

- Record the financial transactions on the accounting software
- Follow up the suppliers' payments with the finance manager in HQ
- Comply with the Finance manual and SOPs
- Preparation of financial reconciliations on the monthly basis
- Preparation the projects financial reports monthly
- Other information tasks requested by the main manager

**Qualifications / Technical Skills:**

- Bachelor's degree in Accounting
- Proficiency in accounting programs
- At least two years' experience in the field of humanitarian organizations
- Mastering correspondence through e-mail
- Ability to work under pressure, accuracy and attention to detail
- Mastering the work on the Office programs
- Ability to work within a team and bear work pressure, and responsiveness.
- Work experience in the humanitarian field.
- Familiarity with the human context that affects communities in Syria.
- Mastering work on Microsoft Office programs, especially Word, Excel and Outlook.
- Good level of English, experience working in humanitarian organizations is desirable.

**Interpersonal, Communication and Coordination Skills:**

- Excellent negotiation and problem- solving skills;
- Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;
- Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;
- A strong commitment towards humanitarian relief and disaster operations;
- Flexibility.

