



**Terms of Reference (ToR)**

Job code: HF05030921 Wednesday, 15 September 2021  
Job Title: Finance Officer  
Duty station: Turke, Sakaryay, Erenler work nature: part time  
Line Manager: Financial Manager  
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. HF operates in different sectors, implementing various projects and programs.

**Job Details**

**Job Summary:**

The objective of this position is to review all financial documents and ensure that they are prepared accurately, and in accordance with the financing policy and procedures. He/ She will also be responsible for recording all transactions in the accounting system, in a timely manner.

**Main Responsibilities and Tasks :**

- Ensure that accounting records and supporting documents for all financial transactions are kept in regular order, and in secure conditions.
- Provide the CFO with complete, accurate and timely financial reports in required formats, including donor reports, for all implemented projects.
- Maintain accurate and effective financial controls over all approved transactions as part of project implementation and other related costs.
- Maintaining a record of cash transactions in the fund, and ensuring that cash transactions in the fund are consistent with the accounting records.
- Ensure that field office and branch office funds are properly managed.
- Assist and support the Finance Director to ensure that field expenditures meet the requirements of the Association and institutional donors and remain within the scope of approved plans and budgets in the projects.
- Supporting the Finance Director in preparing budgets for the project proposal and preparing budgets for field offices
- Ensure the effective and efficient functioning of the budgeting, accounting, reporting and internal control systems of field and branch offices.
- Archiving all financial documents as directed by the direct manager
- Work as part of a coordination team with project managers and program managers
- Perform any other tasks assigned by the direct 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 command of the Turkish, English and Arabic language, experience in humanitarian organizations is desirable."
- The applicant is required to hold Turkish citizenship

#### **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.