



## Job Description

Human Resources

## Project Accountant

Recruitment

## Terms of Reference (ToR)

Wednesday, June 15, 2022

**Job Title:** Finance Officer

**Duty station:** Turkey-Sakarya

**Line Manager:** Financial Manager

**Number of vacancies required:**1

**work  
nature**

**Part time**

### 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, implement various projects and programs.

### Job Details

#### Job Summary:

The finance officer will be Responsible for all financial issues regarding all the activities implemented in coordination with in-Turkey staff, receiving installments, reviewing all invoice, receipts and disbursement, transactions recording.

#### Main Responsibilities and Tasks:

- Recording all financial operations on the approved accounting program and financial reporting forms
- Tab and archive all supporting documents
- Follow up on suppliers' contracts and payments with the financial department in the HQ office
- Compliance with the financial and accounting policies applied in the organization
- Preparing financial settlements on a monthly basis
- Performing any other tasks assigned to it within the framework of the specialization
- Send the financial reports of the completed projects with their documentation to the finance Manager in the HQ

### **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.
- 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.