



JOB DESCRIPTION

1. Title and Full Name:

2. Job title: Finance Officer

3. Status: Full time

4. Department: Finance and Administration

5. Organizational Relationship:

- **Supervised by:** The Executive Director
- **Report to:** The Executive Director
- **Supervision:** All staff of the Finance section
- **Coordinating:** With all Finance and Open Institute personnel

6. Duties and Responsibilities:

The responsibilities of the Finance Officer are as follow:

1. To create and maintain the accounting plan for the Open Institute, updating it whenever necessary.
2. To create, apply and control financial procedures and forms, ensuring that each transaction and payment has the necessary approval and justification.
3. To develop and maintain the Financial Manual of the Open Institute, ensuring that it is up to date and transparent.
4. To prepare and maintain monthly the cash flow projection for the period of time for which funding is available.
5. To provide daily, weekly and monthly financial reports.
6. To prepare and maintain up to date the accounting system, ensuring that all transactions are duly recorded.
7. To prepare payrolls for the organization every month.
8. To keep manage petty cash and be prepared for surprise cash counts.
9. To store documents in a way that is simple to prepare justification and reports for donors. To prepare financial reports for donors.
10. To prepare a fix-asset inventory twice a year in the months of June and December.
11. To supervise and provide guidance to team members regarding the commitment of works assigned.
12. To actively communicate within team and with other departments in a cooperative and good will manner through all possible communication means.
13. To liaise with external contacts to assure smooth operation of the Finance, i.e. Auditors and partner organizations, and so on.
14. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor.
15. To participate and contribute knowledge and experience to build team capacity.

16. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
17. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Executive Director or the person designated by the Executive Director.

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