

## Finance Officer for PNS Projects

Location: [Asia & Pacific] [Mongolia]

Town/City: Ikh toir

Category: Finance

Job Type: Fixed term, Full-time

### VACANCY ANNOUNCEMENT

Job title: Finance Officer for PNS Projects

Location: Ulaanbaatar, Mongolia

Full/Part time: Full-Time

Fixed term/Temporary: Fixed term

Deadline for application: November 16, 2021

### PURPOSE OF POSITION

The purpose of this position is to provide efficient and effective support to projects' (PNS funded projects) implementation and ensure effective financial management and compliance for various Support Offices of World Vision Mongolia.

Finance Officer is responsible for ensuring quality of financial management for the

projects (at least 3-5 different projects). Also accountable for identifying essential donor requirements including reporting data and information, reporting timeframes and frequency, reporting formats, project flexibility, purchasing standards, use of funds for overhead costs, level of backup documentation required, tracking of Cost Allocation Policy rates, and variance allowances.

## **MAJOR RESPONSIBILITIES**

### **FINANCIAL MANAGEMENT & SUPPORT**

- Send invoices to the NO finance department timely manner
- Ensure that sent invoices have been processed timely manner
- Communicate relationships with the NO finance if there is an error or mistake
- Enter all assigned vouchers to Sun System after appropriate approval with the required supporting documents
- Ensure all supporting documents are aligning with WVI policy
- Prepare monthly financial reports of the projects as per FFM requirement and standards.
- Conduct regular discussion on variance analysis and action planning based on the financial report.
- File hard copy of monthly financial report in a secured and chronological order.

- Ensure that funding commitment on My PBAS.
- Ensure staff creates accurate LDR
- Ensure that project staff salary and benefit calculated accurately and charged according to the LDR

## SUPPLY CHAIN MANAGEMENT

- Ensure all required PR s created
- Ensure annual procurement plan is up to date
- Ensure that tender and procurement process is aligned to WVI policy
- Ensure inventory records are tracked accurately
- Ensure that supplier contracts are made without any risk associated

## QUALITY ASSURANCE

- Ensure that financial report is sent on time and be accurate with all relevant explanations
- Ensure that financial documentation and transactions are according to WVI financial policies
- Maintain a strong control environment in the project by ensuring compliance to

WVI financial policies, grant/donor requirements and government regulations.

- Close coordination with the NO finance department on timely compliance to WVI policy, internal audit, GC, and statutory audits
- Orient and regular feedback to the Project teams on finance codes, procedures, and policies
- Prepare financial incident reports as necessary

## GENERAL

- Perform any other tasks assigned by PQ lead
- Contribute to the organization's goal and aspirations of the WVI Mongolia, be an active member of the team
- Ensures staff and partners understand WV safeguarding & anti-corruption policies

## KNOWLEDGE, SKILLS, AND ABILITIES

*Minimum education, training, and experience requirements to qualify for the position*

- A bachelor's degree in finance, accounting, economics, or other related fields
- At least 3 years' experience in the field of Finance business

- Relevant experience of project finance management or related field preferably in international NGOs
- Experience seeing projects through the entire life cycle
- Excellent command of English both written and spoken.
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Strong familiarity with project management software tools, methodologies, and best practices
- Excellent interpersonal, cross-cultural, and communication skills.
- High passion and dedication to human beings, especially vulnerable people.
- Willingness to work as a team and get along well with other people.
- Integrity, honesty, and accountability to both the team and the community
- Able to make quick decisions as needed
- Understanding of and commitment to World Vision Core Values
- Requires to work at project field up to 40% of the time

Please send the below documents to [recruitment\\_mongolia@wvi.org](mailto:recruitment_mongolia@wvi.org)

- CV
- Cover Letter
- Application Form
- Copy of Diploma(s)
- Copy of ID card

**Address:** 4th floor, Somang Plaza Building, 13 khoroolol, 15th khoroo, Bayanzurkh District.

**Phone:** 70155323 – 124, 125 and 128

**Note:** Only short-listed candidates will be contacted for further process.