

Reporting and Analysis Coordinator

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Finance

Job Type: Fixed term, Full-time

Position: Reporting and Analysis Coordinator

PURPOSE OF POSITION

Position is required to ensure achievement of shared services outcomes and strategy in the field of financial reporting and analysis, to implement financial policies in such areas as, but not limited to: budget, cash management and forecasting, recording and documentation, project auditing, monthly financial reporting and local resource acquisition; being cognizant of World Vision International financial policies. The Position plays an advisory role to the Regional Finance Team and National Office Finance Director on compliance and development and implementation of good internal controls.

MAJOR RESPONSIBILITIES

Financial Reporting and Analysis

1. Ensure preparation of FFR (Field financial reports), external reports and internal management reports in compliance with respective requirements
2. Ensure accurate and timely review of financial data for completeness and correctness
3. Assist the National Office Finance Director and with the year-end closing procedures required by WVI

4. Ensure maintenance of WVI and regional systems (Sun6, PMQ&A, GEMS, SA, internal tools, Horizon, MyPBAS, etc), upgrading/updating and developing additional applications of the existing financial systems towards increased efficiency

5. Assist the finance director with preparation of the management reports.

6. Ensure monthly reconciliations of the accounts and budgets

7. Assist Finance Director in audit preparation to provide required information

Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Accounting, Finance or Business Administration, or a related field
- MBA in Finance, MSC in Finance/Accounting/Auditing preferred
- ACCA, CIMA or CPA preferred
- Minimum 5 years' experience in finance position with medium business/medium NGO/government agency
- Practical knowledge of financial systems, internal financial controls & procedures and staff management skills is a must
- Experience in major donor regulations (US, UK, Canada Governments, GOG, EC/ECHO, UN agencies) is a plus.
- Experience with humanitarian aid in-country is a plus.
- Solid knowledge of accounting principles, financial systems, budget/cash flow

monitoring and internal accounting controls.

- Ability to solve complex problems and to exercise independent judgment.
- Ability to manage a team.
- Solid working knowledge of computerized accounting systems, must be computer literate in Microsoft Office programs.
- Proficiency in written and spoken English
- Good oral/written and interpersonal skills.
- Ability to work on a cross-cultural environment with a multi-national staff.
- Ability to travel within regionally and internationally
- A full commitment to World Vision's core values and mission statement.
- Full adherence to World Vision South Caucasus Child Protection, Code of Conduct and Conflict of Interest policies.
- Full Adherence to security protocols