

## Finance/ Grants Officer

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

Town/City: Yerevan

Category: Finance

Job Type: Fixed term, Full-time

### Finance/ Grants Officer

“World Vision Armenia” Child Protection Foundation

#### **LOCATION**

Yerevan, Armenia

#### **DURATION**

Fixed-term, Full-time

#### **PURPOSE OF THE POSITION**

Finance/ Grants Officer is required to ensure compliance with local legislation, “World Vision International” and donor requirements, to ensure sufficient liquidity for smooth operations and to contribute achieving the foundation’s accounting/financial function.

#### **MAJOR RESPONSIBILITIES**

##### **Financial Planning, Budgeting and Reporting**

- Lead the planning and budgeting process and provide technical support to ensure that the guidelines are met,
- Review alignment of budgets between Field Office, projects, grants, MyPBAS/ Horizon and Support Offices,
- Ensure control of WV Armenia budget, cash flow and project funding, by providing timely information to budget managers, in collaboration with the Finance Manager,
- Ensure standard financial systems are established and maintained in order to provide appropriate levels of security and controls over the organization's resources and operations. Ensure compliance with the relevant policies and standards (WV, donor, local legislation, etc.),
- Ensure the submission of timely, accurate and complete relevant reporting to the external and internal users, as required. Provide regular financial analysis to the budget holders and management to support the decision making.

### **REQUIRED QUALIFICATIONS**

- Minimum 5 years of experience in Grants/Financial Management and Accounting position with medium business/ medium NGO/ government agency,
- Bachelor's degree in Accounting, Finance or Business Administration, or related field,
- Experience with humanitarian aid in-country is a plus,
- Practical knowledge of financial systems, budget/cash flow monitoring and internal accounting controls,

- Computer aptitude and experience with word processing, database, management and spreadsheet software,
- Proficiency in written and spoken English and Armenian,
- Analytical skills and good attention to details,
- Full commitment to World Vision's core values and mission statement,
- Full adherence to World Vision Child Protection, Code of Conduct and Conflict of Interest policies,
- Full Adherence to security protocols,
- Ability and willingness to travel domestically to 20% of the time.