

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Finance and HR Officer, Middle East
DIVISION/DEPARTMENT:	BirdLife Middle East Secretariat, Amman, Jordan

1. BACKGROUND AND OVERALL PURPOSE OF JOB

The Finance and HR Officer, Middle East is responsible for maintaining financial, accounting, administrative and statutory services in order to meet legislative requirements. The Finance and HR Officer assists the Regional Director and project managers in decision-making by providing timely and accurate financial information and ensuring accurate and timely reporting to the Finance and Administration Department. They also assist in monitoring project/programme budgets entrusted within the Middle East secretariat.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Regional Director, Middle East and matrix management involving the Finance and Administration department (FAD).
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
In addition to project contributions, close working relationships and maintaining regular coordination will be needed with the Global Finance and Administration. Also, considerable collaboration and coordination is required with all departments and divisions in the BirdLife Secretariat, in order to ensure the effective delivery of relevant financial requirements as appropriate.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
To ensure project budgets and allocations and commitments with regional partners and project implementing partners are continuously monitored including payments schedules and funds transfers.

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
To liaise with project donors (such as UNDP Jordan, CEPF, EU) to ensure that project financial requirements are met. To build and maintain links with official institutions in Jordan for legal issues and commitments.

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Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Auditors	3	Individual donors/ members	1
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1

Level of Contact

- 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
- 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.
- 3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

1. Management of the financial system in order to ensure that the Middle East division's finances are maintained in an accurate and timely manner. This includes encoding invoices, carrying out bank payments and reconciliations, update cash management, staff expenses, verification of incoming payments, financial excerpts, operating the accounting system and office forecasts.
2. Provision of financial information to senior managers in support of decision-making, including preparation and monitoring of budgets and financial reports together with relevant staff.
3. Management of agendas and reports of the Middle East Staff and all staff meetings.
4. Support to the Regional Director to manage Human Resources in the Middle East division, dealing with salaries and HR issues, in cooperation with HR in the Global Secretariat.
5. Support to Regional Director to implement financial policies and procedures, in compliance with Jordan legislation and BirdLife International policies.
6. Ensure monthly closing of books and the necessary reconciliations.
7. Perform administrative and contractual checks and controls, ensuring compliance with Jordanian laws, under direction of the Regional Director.
8. Maintain relations with banks and external consultants on all financial matters.
9. Work closely with all levels of staff to assist their information needs, including project balances for those managing projects. Maintain accurate, up-to-date, project accounts and obtain for coordination and follow up on delivery other financial records for components implemented by partners.
10. Produce financial reports for internal and external purposes according to reporting schedules.
11. Supervise and monitor procurement procedures to conform to donor requirements.
12. Assist in transferring knowledge and expertise in project financial management to partners.
13. Keep track of all assets procured by the projects and ensure appropriate recording, bookkeeping, and facilitate maintenance for the smooth running of office facilities in collaboration with Middle East Regional Secretariat Staff.
14. Prepare and coordinate annual independent financial audits.
15. Ensure integration of the project financial systems with those of BirdLife International.

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| <p>16. Provide financial monitoring and support to projects and programmes entrusted to the ME Division as per donor requirements including reporting, incurring expenditure, timesheets.</p> <p>17. Review and management of contracts and sub-contracts undersigned with BirdLife Middle East Secretariat.</p> |
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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated responsibility for any assigned project budgets.
Contracts – Funders	Maintain relationships with existing project funders. Support the development of new projects.
Contracts – Staff/Consultants	Delegated responsibility to hire staff & consultants subject to BirdLife procedures.
Contracts – Service providers	Delegated responsibility to negotiate contracts subject to BirdLife procedures.
Legal Responsibility	Delegated responsibility over legal affairs of project operations.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	<ul style="list-style-type: none"> • A university degree in business or business-related fields such as business administration, finance or accounting.
Experience	<ul style="list-style-type: none"> • Proven track record of relevant professional experience after completion of the university studies, preferably in the not-for-profit sector. • Good knowledge of Jordan’s financial regulations and various international donor requirements such as UNDP, the EU and others. • Strong analytical and problem solving skills. • Accuracy and able to work in an independent way. • Good interpersonal, networking and team working skills with the ability to collaborate with, motivate and advise. • Flexibility and adaptability (multiple assignments, working under pressure, responsiveness to requests, follow-up of decisions).
Management & organisational skills	<ul style="list-style-type: none"> • Good organisational and planning skills and an ability to adhere to deadlines. • The ability to work in a multinational and multicultural environment. • Problem solving attitude and pragmatic approach. • Appreciation of cross-cultural sensitivities with the ability to exercise discretion and show sound judgement. • Strong self-motivation and curiosity.
Creativity & Initiative	<ul style="list-style-type: none"> • Proven ability to market and communicate a conservation cause and ability to secure buy-in and support from key donors and decision-makers.
Computer Literacy	<ul style="list-style-type: none"> • Strong command of MS Office and experience with accounting software (winbooks).

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Languages	<ul style="list-style-type: none">• Written and spoken fluency in both Arabic and English.
Travel requirements	<ul style="list-style-type: none">• Willingness to travel within the region and other regions.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Strong sense of duty and responsibility.	
Prepared by:	Date:
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