

# Support Officer -Finance

(1.0 FTE)

Focus on Israel and Palestine (ILPA), Jordan, the Middle East and North Africa Region

**Open Doors** is an international, interdenominational organization that supports Christians who are persecuted for their faith. Within the regional department Middle East & North Africa the following job has become vacant:

The primary objective for this position is to play a significant role in the day-to-day financial operations. The Finance Officer is part of the ILPA and Jordan team and of the Finance & Compliance team, both reporting to the Finance manager. The Finance department provides support to maintain financial health of the organization by performing accounting and finance operations. The result will be to meet with our organizational & legal requirements. In this role the focus will be on daily activities around financial transactions and controlling; partner tracking and assessing; improving current processes and supporting the team in the financial area.

## YOUR KEY RESPONSIBILITIES

### Finance Officer ILPA & Jordan (40%):

- Day-to-day financial accounting
- Check and verify the invoices, receipts and expenditures reports for the projects implemented in ILPA and Jordan and submit them to the finance department, ensuring they are according to the organization's standards.
- Comply with the organization's fraud guidelines, policies, and procedures, and support protecting the organization from fraud and other misuse of ministry funds.
- Monitor and analyze the financial information on time and correctly and provide suggestions for improvement.
- Support Country Manager to develop the annual budgets and monitor cashflow, expenses and give monthly reports
- Revise and advise on the budgets and eventually approve expenses presented by partners
- Audit partners upon requests from financial manager or country manager
- Managing partner agreements, payments and reports

### Finance Officer Middle East & North Africa (60%):

- Day-to-day financial accounting
- Prepare financial reports (incl. preparation of annual report)
- Transform financial data into usable information
- Streamline processes that improve the effectiveness and efficiency of the Finance & Control team as well as that of the wider organization

## YOUR PROFILE

- Committed Christian with a heart for the Persecuted Church
- Level of education: Associate/Diploma level in Finance or Accounting
- Experience and knowledge in accounting, financial controls, and financial reporting
- International experience in an INGO is a plus
- Demonstrated knowledge and at least 3 years proven experience in finance and able to apply the know how into practice and advice giving.
- Excellent knowledge of Microsoft Office and ERP software (knowledge of Unit4 Business World is a plus)
- Excellent oral and written communication skills in Arabic and English
- Knowledge of the culture and customs in the Middle East and North Africa
- Flexible in adapting to changes
- This position requires ability and willingness to travel internationally
- Above average proactive attitude
- Competences: Analytical thinking, Initiative, focus on quality, Accurate, being flexible and easy adapt to changes.

This is a salaried position. Working at Open Doors means that you are actively involved in the worldwide Persecuted Church. We offer you a position in an international environment and a professional team, and the opportunity to show your added value.

## INTERESTED? INTERESTED?



Please send your CV and motivation as soon as possible but before **30 September 2021**, to the HR department via [hrm@od.org](mailto:hrm@od.org). We may ask for references from your previous employer(s) and your local church. An assessment can be part of the application process.

*Working for Open Doors is not without risks in some areas. Because of the potential need for establishing future risk-averting measures in the event of a successful application, we advise you not to widely share your wish to work for Open Doors during the application period.*