

## Vacancy Announcement for Administrative and Financial Officer in Lebanon

Position title:	ITF Administrative and Financial Officer (ITF AFO)
Duty Station:	Lebanon – work from home
Type of employment:	Part-time (40 hours/month) with a possibility of full-time contingent on funding and scope
Duration:	21 months (including a 3-months trial period)
Opening date:	9 October 2023
Closing date:	20 October 2023

ITF Enhancing Human Security (ITF) is hiring an **Administrative and Financial Officer for ITF's projects in Lebanon**. The position is based in Lebanon, with possibilities for travel within the country.

ITF seeks to support the resilience of communities in Lebanon by reducing risks to peace and security. Since 2009, ITF has been supporting mine action activities, health and psychosocial support, income generation, capacity buildings programs in Lebanon, with the aim of increasing civilian population's safety by protecting lives, improving physical and mental resilience, and supporting livelihoods of some of the most vulnerable groups living in Lebanon.

The Administrative and Financial Officer (ITF AFO) oversees the financial activities of ITF's program in Lebanon. ITF AFO carries out the various accounting functions required in order to provide accurate and timely information to donors, ITF HQ and Head of ITF Implementation Office in Lebanon (ITF Lebanon) on the financial status of the program and ITF Lebanon. This involves organizing and further developing the financial processes required for the projects to function effectively as well as managing the establishment of ITF Lebanon implemented within a humanitarian mine action project in the country.

ITF AFO will provide administrative and financial support in the implementation of all ITF project activities in Lebanon, assist with registration in the establishment of ITF Lebanon, establish, maintain, and monitor financial and administrative functioning of the ITF Lebanon. His/her tasks will also include activities to strengthen the role of ITF as an actor in the field of mine action in Lebanon, report to the Head of ITF Implementation Office in Lebanon and the ITF HQ management in Ljubljana, Slovenia, prepare various monthly financial reports, in coordination with ITF HQ (ITF HQ Finance Department).

ITF AFO will work closely with ITF Program Coordinator in Lebanon and provide assistance to the tasks related to the implementation of all ITF's projects in the country. ITF AFO will support overall project management with the support from Head of ITF Implementation Office in Lebanon and other regional and national staff.

### **The main responsibilities include:**

#### **Planning, monitoring & quality management:**

- Ensure smooth execution of all ITF project activities in Lebanon;
- Support the complete process of ITFs registration and the establishment of ITF Lebanon;
- Ensure proactive operation of ITF Lebanon;
- Ensure that priorities set by the program are met, and the financial requirements of the donors and beneficiaries are taken into consideration through operational delivery;
- Promote and strengthen the role of ITF in the fields of humanitarian mine action, conventional weapons destruction and wider human security in Lebanon.
- Act as a budget manager for the ITF Lebanon;
- Report directly to ITF HQ and to the ITF Head of Implementation Office in Lebanon;
- Assist and actively support monitoring visits of ITF HQ staff, ITF Head of Implementation Office in Lebanon and of various donors.

#### **Financial management**

- Reconciling and verifying bank and cash amounts on a regular basis. Ensuring payments are made in a timely fashion. Detailing expenditure through monthly expense sheets for all cash accounts.
- Preparing the monthly financial accounts.
- Supporting ITF Lebanon in financial matters. Providing functional and financial supervision with ITF Program Coordinator on various ITF projects in Lebanon.
- Liaising with the ITF Head of Implementation Office in Lebanon and ITF HQ Financial Department as required and specifically as issues arise or when changes occur to the policies and procedures for financial operations.
- Monitoring project spending on an on-going (monthly) basis, communicating with the relevant program managers about any under / overspend and working with them to agree appropriate actions required in order to bring spending in line with approved budgets.
- Ensure that ITF financial procedures are followed as part of internal control monitoring.
- Preparation and development of budgets for projects, concept notes.
- Contribute to the financial management of signed donor agreements, assisting ITF HQ in preparation and submission of new donor proposals.

- Prepare and deliver financial activity reports within the required timeframe (e.g. monthly, quarterly, interim, final) and in the stated format in order to meet all relevant ITF and donor requirements.
- Prepare for, manage and support internal and external field financial audits, providing all information required by local legislation, donors, other bodies.
- ITF's Country Program focal point for issues related to taxes, labor laws, contracts, etc.

**Administration:**

- Meet financial related administrative requirements of ITF, donors, local legislations, suppliers, contractors and other stakeholders so that the financial aspect of program functions is handled with integrity.
- Work with ITF HQ to ensure the preparation of monthly payroll list, payment, and record-keeping of staff salaries and / or allowances is done in a timely manner and in accordance with local employment regulations, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities.
- Organize and develop the processes required for the financial aspects of the program to function effectively.
- Ensure that clear and transparent paper trails are in place for all financial transactions and that records including archive systems are kept in line with ITF internal policies while meeting donor requirements.

**Coordination:**

- Develop and maintain a communication structure with colleagues to ensure they are kept informed of applicable financial activities and requirements, including the distribution of key financial information.
- Represent ITF in various coordination bodies if required.

**Experience and Technical Qualifications:**

- Minimum 2 years relevant professional experience within a financial position. Experience in humanitarian mine action programs and/or humanitarian work is highly desirable.
- Excellent working knowledge of the English and Lebanese language (speaking and writing).
- High numeracy skills. Problem solving ability. Excellent attention to detail. Good document writing skills.
- Able to manage own work and resources in a way that meets time bound objectives.
- Strong organizational skills and the capacity to analyze and prioritize needs.
- Candidate should be a Lebanese citizen with permanent residence in Lebanon.

- Strong and proven understanding of the humanitarian operating context, donors, security, and financial management in humanitarian context.
- Understanding and application of humanitarian principles linked to operational contexts.
- Good writing skills in reporting and proposal development.
- Computer literacy, including proficiency in Word, Power Point and Excel.
- Strong organizational skills, proactive approach, and flexibility.
- Strong leadership, team building and communication skills.
- Excellent communication and interpersonal skills.

**We Offer:**

- An 21-month contract (extension contingent on funding and performance);
- A competitive salary;
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programing;
- Insurance as per industry standards.

**Application Process:**

All interested candidates are requested to submit their CVs (no more than two pages) and Cover Letter (no more than one page) with two references to [info@itf.si](mailto:info@itf.si) and [nina.ivic@itf.si](mailto:nina.ivic@itf.si) prior to the closing date on 20 October 2023. Please state “Application: Administrative and Financial Officer in Lebanon” in the email subject line.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.