



## HUMANITARIAN RESPONSE VOLUNTEER POSITION DESCRIPTION

**Position Title:** Finance Officer

**Department:** Field Operations

**Reports To:** Humanitarian Response Team Leader or respective Country Director

**Time Commitment:** 2-5 weeks - Volunteers can expect to deploy for a minimum of between two and five weeks, although the ability to deploy for longer is warmly welcomed.

**Position Summary:** The Finance Officer will provide day-to-day financial and administrative support on one or more humanitarian programs, including processing transactions, reporting, assisting with financial analysis, adhering to donor regulations and MTI policies and procedures. Your skills in cross cultural environments will be important, as your role requires supporting both international and local staff. You will also be responsible for project accounts, cash management, budget control and financial reporting. You will liaise with local authorities and service providers in relation to all project finance issues. You may also be part of the country management team. The Finance Officer will report to the Humanitarian Response Team Leader or Country Director.

### **Essential Duties and Responsibilities:**

- Assist the program and finance staff with day-to-day accounting operations and financial support in accordance with MTI policies and procedures, and donor requirements.
- Ensure financial practices and budgetary allocation consistency between field and HQ.
- Ensure required preapprovals are secured in advance of incurring expenses.
- Account for procurement transactions to ensure adequate supporting documentation, accuracy, and control over payments.
- Process bank and cash transactions, including reconciliations.
- Maintain accurate financial transactions, grants, and contract records.
- Assist program and finance staff in meeting internal and donor reporting requirements.
- Prepare monthly actual to budget expenditures analysis.
- Assist with budget preparations and budget realignments.
- Ensure adequate and smooth cash flow. Investigate means of sending cash from the HQ office and provide recommendations. Where applicable, ensure that bank account is opened as soon as possible.
- Communicate with in-country lawyer, other NGOs and local authorities with regards to securing in-country registration.
- Ensure that internal control systems are in place at all field sites.
- Committed to the values and principles of MTI.

**Experience:**

- Relevant university degree and professional registration.
- At least five years relevant financial experience.
- Experience with DFID, OFDA, BPRM, UNHCR, and UNICEF funded projects and grants.
- Ability to establish and maintain financial and administrative tools and frameworks during an emergency.
- Proven ability to work in insecure or hardship environments.
- Experience managing, mentoring, and developing capacity of national personnel.
- Demonstrated ability to work well as part of a multi-cultural and multi-disciplinary team.