

FINANCE COORDINATOR

Location	Lebanon or Turkey, potentially with travel
Department	Inclusive Humanitarian Action Team (IHAT)
Reports to (Line Manager)	Response Manager
Contract Type	Fixed Term, 11 months (with possible option to extend)

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

About the Job

We are seeking a passionate, professional and experienced candidate to support our response in Lebanon and Syria, someone who thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries.

The Finance Coordinator will work with the HelpAge Response Manager and our national partners to oversee and implement the financial processes and policies, procurement processes of HelpAge's humanitarian response in Syria and Lebanon to ensure that they are relevant and are functioning efficiently and effectively; use financial reports as a tool to monitor and proactively detect risks and opportunities and bring these to the attention of management; perform tasks assigned to required standards in compliance with HelpAge International, local statutory and donor requirements. Perform regular field visits to identify first-hand challenges and address issues.

Key areas for impact/influence and responsibilities

- Maintain effective procedures and systems for financial management, reporting and control in compliance with HelpAge International and donor requirements.
- Produce monthly accounts and accurate financial reports in accordance with HelpAge financial cycle process and policy and donor requirements.
- Prepare accurate monthly cash flow forecast and cash transfer requests to the London office.
- Ensure payments to suppliers, consultants and other contractors are processed in accordance with agreed terms and HelpAge policies and procedures; complies with donor requirements.
- Ensure all advances/prepayments are recorded and accounted for within the set timeframe.
- Ensure compliance with Syria and Lebanon statutory and other financial obligations such as tax, levies, and statutory returns etc.
- Manage and oversee the budgeting, forecasting and budget review processes, liaising with budget holders and contract managers to ensure that procedures are understood
- Share Project Monitoring Reports (PMR) with budget holders for their inputs and action
- Ensure effective budgetary control is undertaken for HelpAge programme in close liaison with the Response Manager highlighting the key variances, identifying reasons for variances, and taking pro-active remedial action.
- Support in the production and review of project budgets of all funding proposals for the response
- Support in developing and revising strategic master budget.
- Lead capacity building of partner staffs on financial management and HAI systems, if required.
- Support partners in the production of monthly financial accounts in accordance with HAI requirements, and donor financial reports
- Support Partner in procurement related to the response as per the HAI and donor policies.
- Coordinate consolidation of the assets file and ensure handover of assets is properly documented.
- Perform other financial and organisational tasks assigned by the Line

- Manager.
- Support the Response manager with implementation of the CO closure plan including disposal of assets, maintenance and proper handing over of records while ensuring compliance to the organizational guidance and country laws.
- Also, arrange to organize external audit of the CO and submit report to the relevant authorities.
- Ensure tax, SS and other liabilities for HelpAge staff are paid off in time.
- Lead on financial closure of CO and carry out a proper handing over of financial data to HelpAge's global finance.

Skills and experience required

You will be someone with:

- Accounting Qualification or relevant accounting experience
- Substantial relevant experience in a finance department in the field at an appropriate level, with sound understanding of working with an international NGO
- Experience of producing budgets and financial monitoring reports
- Proven ability to provide support, guidance and training to finance and non-finance staffs
- Experience in review and development of financial systems and procedures
- In-depth knowledge and experience of working with international donors
- Financial analytical skills
- Training skills and the ability to pass on knowledge to others
- Communication and reporting skills (verbal and in writing)
- Advanced Microsoft office skills
- Co-operative and supportive team player in a cross-cultural environment
- Able to priorities' work and meet tight deadlines
- Ability and willingness to work in difficult environments
- Strong oral and written English language communication skills required

Desirable

- Experience of working collaboratively with local/national partners and INGOs
 - Oral and written Arabic will be an asset
 - In-depth knowledge and experience of operating computerized accounting systems
 - Experience of SUN accounting system
 - Previous work experience in Lebanon or Syria
- Previous work experience with institutional donors such as GFFO, GAC and DEC.

Key Behavioural Competencies

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to

embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.