



INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) Finance Coordinator

Reporting to : Finance Director

Frequent contact with : All other Red Cross staff

Location: Port-au-Prince with travels

Purpose: The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. The American Red Cross continues to deepen and expand its international programming while also working to strengthen the global Red Cross Red Crescent Network, in order to deliver critical assistance to some of the most vulnerable communities in the world.

The ARC Haiti Assistance Program (HAP) was established to direct the organization's response to the 2010 Earthquake. HAP activities focus on integrated community recovery and preparedness interventions working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and through external partners.

The American Red Cross (ARC) provides support for the various relief and development projects in Haiti. The **Finance Coordinator** will provide the following support to the Delegation.

Specific Duties and Accountabilities

Based in Port-au-Prince, under direct management of the Finance Director, the core role of this post is twofold: 1) to provide financial support to ARC Programs, including bilateral programs with the Haitian Red Cross (HRC) and other ARC partners to ensure they comply with ARC accounting and reporting requirements, and 2) to provide oversight on specific core financial and accounting processes.

Support to Programs

- Assists Program Managers to ensure that programs are on track with their budgets and spending.
- Keeps updated on immediate and long-term program activity plans.
- Closely monitors and assesses program risks, discusses potential issues with the Program Managers and Core Finance.
- Supervises implementation of detailed processes in providing support services to programs.
- Implements regular sub-recipient monitoring. Documents results and provides feedback to clients.
- Ensures Partners and HRC financial reports are received by the due dates. Reviews the financial reports and performs sample review of documents supporting HRC/Partners financial reports. Obtains supporting documents as required by ARC Policy.
- Ensures that HRC and Partners working advances are reconciled.
- Leads the monthly BVA processes and ensures that BVAs are released to Program Managers timely, and that variances are adequately explained and documented.
- Updates, as necessary, program information on ECOS (program software).

- Conducts the Performance Development Process (PDP) for subordinates on a timely basis, and provides feedback to the Finance Director on areas involving performance improvement, wellness, etc.
- Participates in the design and implementation of policies, procedures, and systems to comply with all applicable financial and accounting regulations and American Red Cross' internal policies and procedures.
- Make recommendations, where necessary, for the improvement of existing financial systems.
- Performs any other job-related duties as required.

Support to Partners

- Regularly monitors partners to ensure compliance with the Project Agreements.
- Trains partners staff on ARC financial guidelines.
- Assists partners in maintaining effective documentation and filing system.
- When need arises, verifies partners' expenditures for specific inquiries.

Core Accounting Tasks

- Assists in reviewing supporting documents to be processed for payment or input (Journals).
- Where necessary, manages specific financial statement accounts to be assigned.

Additional Duties Applicable to All Staff

- Establishes and ensure effective working relationships with all staff.
- Ensures effective working relationships with National Society counterparts and leadership.
- Ensures effective working relationships with technical and service departments at national, delegation and headquarters level.
- Performs other work related duties and responsibilities as may be assigned by the supervisor.
- Works towards the achievement of overall goals of the operations in the delegation through effective managerial and lateral relations and teamwork.
- Respects and works within the code of conduct of the Red Cross Movement.

General Skills, Qualifications and Experience

- Be in good mental and physical health
- Holds a master's degree
- At least 5 years experience in finance in an NGO
- Computer proficiency in MS Office applications
- Be diplomatic, patient, persistent and proactive
- Have excellent communication skills
- Leadership skills, teamwork and relationship building
- Able to prioritize and meet deadlines
- Flexible and adaptable to changing working conditions
- Experience of working for the Red Cross/Red Crescent or other international humanitarian organization
- Experience in humanitarian relief and emergency response programs
- Willing and able to travel whenever required for work purposes
- Speak French, Creole and English

The Code of Conduct forms an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 5:00 pm February 22, 2015 at the following addresses:

Att.: Human Resources
Finance Coordinator
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110

Or

amcrosshrrecruitment@gmail.com with Subject : Finance Coordinator

Please notice that only selected candidates will be contacted.