



## INTERNAL / EXTERNAL VACANCY

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

### **(1) Project Finance Assistant**

**Reporting to :** Project Finance Officer

**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 provides support for the various relief and development projects in Haiti. The **Project Finance Assistant** will assist the Finance Unit in providing support to ARC programs.

### **Specific Duties and Accountabilities**

Based in Port-au-Prince, the core role of this post is to assist the Project Finance Officer in providing support to ARC Programs.

### **Finance**

- Works closely with program staff to ensure that they receive adequate and timely support from finance.
- Reviews Purchase Requests and ensures that these are provided in the Project Budget and within the established amounts.
- Participates in bids analysis whenever necessary, and ensures that the process is performed properly.
- Reviews requests for payments and ensures that supporting documents are adequate. Prepares disbursement vouchers and journal vouchers as necessary.
- Reviews requests for cash advances and processes them in accordance with ARC policy. Manages cash advances and ensures that these are liquidated on time (not longer than 5 days after the activity is completed), and any outstanding balances are current.
- Coordinates and follows up other needs of the project with Core Finance.
- Ensures that records are properly archived and stored in a safe place.
- Maintains and updates the field BVA for review by the Project Finance Officer.
- Participates actively in the monthly BVA sessions, and assists in the analysis of variances.
- Closely monitors spending against budget and ensures that the program is within budget.
- Where necessary, follows up with HRC on other finance matters.
- Attends the regular finance meetings, ARC program and HRC coordination meetings, and makes sure that pertinent inputs are fed into the project finance delivery process.

- 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**

- Assists in training HRC or partner staff on ARC and donor financial guidelines; assist them to maintain effective documentation and filing system.
- Ensure HRC and other ARC partners' staff are aware of all relevant ARC requirements, policies, procedures and formats.
- When need arises, verify partners' expenditures for specific inquiries.

#### **Additional Duties Applicable to All Staff**

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

#### **General Skills, Qualifications and Experience**

- Be in good mental and physical health
- Holds a B.S degree in Accounting
- Computer proficiency in MS Office applications
- At least 1 year of finance experience
- 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  
Project Finance Assistant  
American Red Cross Office  
22, rue Métellus, Pétion-Ville, Haïti, HT 6110

Or

[amcrosshrrecruitment@gmail.com](mailto:amcrosshrrecruitment@gmail.com) with Subject : Project Finance Assistant

Please notice that only selected candidates will be contacted.