# VACANCY

**Position:** Finance Manager

**Job Location:** Akcakale

**Reporting to:** Assistant Country Director Systems

**Closing date:** October 20, 2013

**Working area:** Sanliurfa province

**Responsibilities and Tasks**

General objective of the position:

***Under the line management of the Assistant Country Director Systems, the Finance Manager is responsible for the financial administration and reporting of all the projects in the programme country. The Finance Manager ensures that financial planning, control and procedures and systems are in place to support the strategic plans and programme activities.***

Tasks and responsibilities:

* ***Timely and accurate financial reports, including management accounts***
* ***Tracking of programme expenditure against donor funds***
* ***Assist in budget development and review processes in collaboration with Programme staff and Managers***
* ***Collate country budget for submission to Senior Management, Concern Dublin and Donors***
* ***Financial reporting to Turkish authorities***
* ***Develop, standardise and monitor Concern’s financial management procedures and assure their use across the country programme through training of key staff***

**Requirements**

* Turkish and English mandatory, Arabic an asset
* MS Office Professional, especially excel
* Experience in the humanitarian or non for profit sector an asset
* Excellent communication skills i.e. advisory/instruction skills, network skills, team building skills
* Knowledge of National Trade Lwa, VAT taxing, fiscal systems
* Familiraity with financial management of associations

**EDUCATIONAL BACKGROUND:**

* Qualified or certified accountant or Bachelor in Business Management, Public Management, Economy or equivalent

**CONTRACT CONDITIONS**

Period of employment: 9 Months + possibility of extension

Starting date: ASAP

The salary will be defined regarding the Concern salary scale.

Concern Worldwide is an international humanitarian organisation

The Concern office is registered in Turkey under IE-63-001-91

**Interested candidates may please send their resume with cover letter, with the reference:**

TR/FIN/MAN 2013

**Last date for application is** 20/10/2013

**Please address all applications to:**

***[Address]***

**Or Email to :** concern.recruitment.ns@gmail.com