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**Job Description**

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| **Position:** | Finance Manager |
| **Reports to:** | Country Director |
| **Location:** | Baghdad |
| **Duration:** | 10 January 2021 – 10 January 2022 |
| **Start date:** | 10 January 2021 |
| **Deadline for Submission** | 05 January 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Finance Manager position is to implement day to day accounting, operations, with functional responsibility for accounting, accounts payable, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company’s reported financial results, and ensure that reported, and implementation of the OROKOM Financial policies and procedures. The main duty of Finance Manager is to support the adherence to OROKOM policies, handbooks, guidelines and donor requirements. Finance Manager will be reporting to Country Director. The position will be based in Baghdad Area Officer.

**Responsibilities**

* **Key Responsibilities**
* Provide leadership to finance and accounting areas of the organization.
* Provide useful financial insights to help make better decisions about formulating and
* executing strategy, and provide guidance and analysis to executive and operational
* management to improve results.
* Maintain system of accounts and keep books and records on all transactions and
* assets.
* Prepare and analyze accurate monthly financial and management reports, including
* income statement, balance sheet, budget and variance, projections and forecast,
* and cash flow.
* Supervise the Accounting and HR Associate and assign jobs relevant to accounts
* payable, accounts receivable, new-hire onboarding, benefits administration, and
* broker relationship management
* Assist in the management of grants reporting, compliance, and reconciliation.
* Prepare a variety of ad hoc financial scenarios as requested.
* Ensure that all financial transactions are processed accurately, in a timely manner,
* and in accordance with generally accepted accounting principles.
* Develop, implement, and maintain processes and controls that are current best
* practices related to transaction processing.
* Manage, oversee, process (as appropriate), and act as backup for processing all of
* the following transactions: payroll, accounts payable, revenue and expense, fixed
* assets, cash, bank reconciliations, and allocations.
* Perform month-end closing procedures, including overhead allocations, account
* reconciliations, and updating schedules.
* Maintain an orderly accounting filing system
* Assist in issuing timely, accurate, and complete financial statements for all levels,
* including Board of Directors, executive, and management.
* Assist in coordinating the preparation of the draft audited financial statements and all
* tax returns.
* Coordinate the preparation of financial information in the corporate annual report.
* Recommend and report upon benchmarks against which to measure organizational
* performance.
* Calculate and issue financial and operating metrics.
* Assist in production of cash flow reports, annual budget, and forecasts.
* Calculate variances from the budget and report significant issues to management.
* Provide for a system of management cost reports.
* Provide financial analyses and models as needed, in particular for capital
* investments, pricing decisions, and contract negotiations.
* Prepare and assist with developing audit schedules for the annual audit

**Qualifications**

* **Job and person specifications**
* Bachelor’s degree in accounting or finance.
* Minimum of 5 years of finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders).
* Solid experience in coordinating audit activities and managing reporting, budget
* development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
* Experience with fund/grants accounting preferred.
* Proficiency with accounting software and excellent Excel skills.

**Notes:**

* The post will be for 1 year contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 05 January 2021 and to the following emails

[hr@orokom.org](mailto:hr@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: https://orokom.org/job-opportunities/