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**Job Description**

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| **Position:** | Finance Assistant |
| **Reports to:** | Finance Officer |
| **Location:**  | Babil, Mahawil district |
| **Duration:**  | 01 January 2022 – 30 April 2022 |
| **Start date:**  | 01 January 2022 |
| **Deadline for Submission** | 22 December 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 Assistant position is to implement day to day support functions, and implementation of the OROKOM finance policies and procedures. The main duty of Finance Assistant is to support the adherence to OROKOM policies, handbooks, guidelines and donor requirements. Finance Assistant will be reporting to Finance Officer. The position will be based in Babil, Mahawil and Baghdad Area Office.

**Responsibilities**

* **Key Responsibilities**
* Support the Finance Officer (based in Baghdad) to ensure daily cash forecast/requirements are compiled for all Babil departments and shared with Baghdad office.
* Ensure adequate petty cash is kept in Anbar office to cater small time expenditures as per the Finance procedures.
* Follow up with the staff and ensure the cash advances are settled within one weeks.
* Serve as point of contact for any financial queries/issues that may arise from Anbar office.
* Conduct daily cash counts for Baghdad office and submit the cash count sheets.
* Prepare weekly cash counts for Anbar office on last working day of the week and submit to Baghdad office.
* Support the Finance Office to update commitment cash book in coordination with Procurement/Logistics departments, weekly to ensure all Finance obligations are entered in cash book.
* Support the Finance Office to prepare cash book for Babil office as per the Finance calendar
* Ensure payment documents are scanned and sent to Baghdad Office.
* Produce weekly reports as required by management as and when required.
* Assist in budget preparation at field level.
* Report any irregularities that occur within Anbar office on OROKOM policy and procedures.
* Other duties as assigned

**Qualifications**

* **Job and person specifications**
* A university degree in Accounting, Finance, Business Administration or Equivalent
* At least (3) one year of experience working in finance in a humanitarian/recovery context.
* Full knowledge and skills using MS Excel, Word and Outlook.
* Have the ability to prioritize responsibilities, carry out multiple tasks simultaneously, and able to meet deadlines.
* Full knowledge and experience of working in finance field
* Managing resources to optimize results
* Computer skills in Word, Outlook and Excel.
* Strong organizational skills.
* Good communication skills and ability to work as part of a team.
* Able to work independently and energetically.
* Good in spoken and written English and Arabic is a must. Knowledge of humanitarian principles and code of conduct is desired.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & 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 22 December 2021 and to the following emails

ali.salem@orokom.org

director@orokom.org

* This position has been advertised on the following website and social media:  [https://orokom.org/](%20https%3A//orokom.org/%20)  and <https://www.facebook.com/Orokom.iq/>