



## JOB DESCRIPTION

**Position: Finance Officer**

**Contract type:** Full-time employment

**Start date:** Immediate

**Location:** IsraAID Headquarters, Tel Aviv

**Framework:**

IsraAID is a non-profit, non-governmental humanitarian aid agency dedicated to supporting populations in crisis around the world. Currently operating in 18 countries around the world, the organization's headquarters is based in Tel Aviv.

IsraAID's headquarters leads the organization's worldwide activity and is responsible for providing oversight, guidance and support to the organization's emergency response and international development projects.

This is an exciting opportunity to play a crucial role in the leading humanitarian aid organization in Israel and a rising player internationally in the development sector.

**Main scope of work:**

The Finance Officer is deeply involved in organizing, controlling and monitoring IsraAID's financial resources, both in Israel and overseas, to achieve organizational objectives.

The Finance Officer reports to and works closely with the Senior Director of Finance.

**Duties and Responsibilities include:**

- **Budgeting and Planning**
  - Oversee long-term budgetary planning and cost management
  - Assist Country Directors and Heads of Mission with the preparation of project budgets
- **Financial Control and Monitoring**
  - Ensure compliance with regulators, donors' requirements etc.
  - Provide support and guidance to team members in field of expertise
  - Review accounting for the field and Headquarters

- **Cash and Transaction Management**

The Finance Officer supports the financial activity of the organization on a day-to-day basis, including:



- Manage the organization's cash flows
  - Ensure timely funding of projects and activities
  - Prepare and execute bank orders as needed and oversee transactions done by the Admin Officer
  - Ensure timely payment of financial obligations (such as rent, lawyer's fees etc.)
  - Support payroll functions to ensure that employees and service providers are paid in a timely and accurate manner
  - Issue invoices and receipts to donors and other stakeholders
  - Work with the accountant on reporting and reconciliation and provide all relevant information
- **Financial Reporting**
    - Provide accurate and timely reporting on the financial activity of projects and countries to donors, government and other external parties
    - Prepare internal reports and present them to management
  - **Other**
    - Support in development of streamlined templates and forms for internal and external financial documents
    - Support communications with financial institutions, governmental offices, accountants and other relevant parties

Due to the nature of the organization, the candidate should be prepared to undertake any other duties as required.

### **Requirements:**

#### **Required:**

University degree in Accounting, Finance, Business or another related field

Demonstrated experience in financial management and accounting, ideally in the nonprofit sector

Intermediate or higher working level of Excel

#### **Preferred:**

Experience working internationally

Managerial experience is an advantage

### **Personal Attributes:**

- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Able to work independently and with a team



- Highly flexible and a self-starter
- Self-learner; able to multi-task while also being highly detail-oriented
- Resourcefulness in setting priorities, proposing new efficiencies, and guiding investment in people and systems

**Languages:**

Required: fluent English and fluent Hebrew

**To apply, please send your CV and cover letter to [hr@israaid.org](mailto:hr@israaid.org).**

