

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Finance and Administration Officer</b>
<b>Location:</b>	<b>Turkey, potentially with travel.</b> Applicants must possess Turkish citizenship or have the right to work in Turkey.
<b>Reports to:</b>	<b>Turkey-Syria Earthquake Response Manager</b>
<b>Department:</b>	<b>Inclusive Humanitarian Action</b>
<b>Contract Duration:</b>	<b>Fixed Term, 6 months (with possible option to extend)</b>

### **HelpAge and Strategy 2030 – delivering real impact for Older People**

HelpAge International works with partners and a diverse global network of more than 171 organizations across 90 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

As part of our 2030 strategy, *Ageing in a Just World*, we have a continued commitment to inclusive humanitarian action, supporting older people and their families at a time of crisis. HelpAge International works to address their particular needs and encourage others to include them in tailored life-saving assistance. HelpAge, with and through local partners, seeks to ensure that older people are fully included in the delivery of humanitarian assistance –as people with needs, and as people who count, have rights, and who play an important role in times of crisis.

We do this in different ways. In times of crisis, HelpAge works with partners and members of our global network to ensure that other organizations are able and motivated to take into account the needs and rights and contributions of older people. In addition, HelpAge seeks to promote good policies and standards: to contribute to the improved quality and accountability of humanitarian programming through coordination, advocacy, and evidenced-based research and learning.

### **Turkey-Syria Earthquake Crisis**

On 6<sup>th</sup> February 2023, a 7.8 magnitude earthquake hit near Gaziantep, in South-East Turkey, near the North-West Syrian border, followed by a second deadly 7.5 magnitude earthquake hit near Ekinozu, causing catastrophic destruction, mass displacement, and devastating numbers of fatalities, missing persons, and injuries. HelpAge has been working for several years with local partners who are present in the affected areas and is scaling up an emergency life-saving response to urgently support older people and their families in the affected areas, with an age-inclusive, gender and disability inclusive programme. Our response plan includes health support, cash/NFI assistance, shelter support, Protection and Mental Health and Psychosocial First Aid.

We are seeking a passionate, professional and experienced candidate to support our response to the Turkey-Syrian earthquake crisis, someone who thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries.

## Key areas for impact/influence and responsibilities:

The Finance and Admin Officer will work with the HelpAge Response Manager and our three national partners to oversee and implement the financial processes and policies, procurement processes of the Turkey-Syria Earthquake Response to ensure that they are relevant and are functioning efficiently and effectively; use financial reports as a tool to monitor and proactively detect risks and opportunities and bring these to the attention of management; perform tasks assigned to required standards in compliance with HelpAge International, local statutory and donor requirements. Perform regular field visits to identify first-hand challenges and address issues.

- Maintain effective procedures and systems for financial management, reporting and control in compliance with HelpAge International and donor requirements.
- Produce monthly accounts, Project Monitoring Reports (PMR), and accurate financial reports in accordance with HelpAge financial cycle process and policy and donor requirements.
- Prepare accurate monthly cash flow forecast and cash transfer requests to the UK office.
- Ensure payments to suppliers, consultants and other contractors are processed in accordance with agreed terms and HelpAge policies and procedures; complies with donor requirements.
- Ensure compliance with Turkey and Syria statutory and other financial obligations such as tax, levies, and statutory returns etc.
- Manage and oversee the budgeting, forecasting and budget review processes, liaising with budget holders to ensure that procedures are understood
- Ensure effective budgetary control is undertaken for HelpAge programme in close liaison with the Turkey-Syria Earthquake Response Manager highlighting the key variances, identifying reasons for variances, and taking pro-active remedial action.
- Support in the production and review of project budgets of funding proposals
- Support in developing and revising strategic master budget.
- Lead capacity building of partner on financial management and HAI systems, if required.
- Review partner's monthly financial accounts in accordance with HelpAge requirements, and donor financial reports
- Support Partner in procurement related to the response as per the HAI and donor policies.
- Coordinate consolidation of the assets file and ensure handover of assets is properly documented.
- Perform other financial and organizational tasks assigned by the Line Manager.

## Let's talk about you

You will be someone with:

- Accounting Qualification or relevant accounting experience
- Substantial relevant experience in a finance department in the field at an appropriate level, with sound understanding of working with an international NGO
- Experience of producing budgets and financial monitoring reports
- Proven ability to provide support, guidance and training to finance and non-finance staffs
- Experience in review and development of financial systems and procedures
- Knowledge and experience of working with international donors
- Financial analytical skills
- Training skills and the ability to pass on knowledge to others
- Communication and reporting skills (verbal and in writing)
- Advanced Microsoft office skills
- Co-operative and supportive team player in a cross-cultural environment

- Able to priorities' work and meet tight deadlines
- Strong oral and written English language communication skills required

### **Desirable**

- Experience of working collaboratively with local/national partners and INGOs
- Oral and written Arabic and Turkish will be an asset
- In-depth knowledge and experience of operating computerised accounting systems
- Experience of SUN accounting system
- Previous work experience in Turkey or Syria

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work you do together
- Adapt to new directions or opportunities arising within the organization and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioral and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

### **Equal Opportunities**

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work

- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

## **Diversity & Inclusion**

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees/consultants while extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.