



Position Title: Cross-border administrative coordinator

Location: North East Siria/ North Iraq

Period: 12 months

Closing date: 1st of February

Starting Date (indicative): 15th of February

Context

Un ponte per... (UPP) is an NGO established in 1991. It has started its activities as "Un ponte per Baghdad", right after the end of the war in Iraq, with the aim of organizing solidarity initiatives in favor of the Iraqi civil society. Later on, the intervention of Un ponte per... started including Serbia and other Middle Eastern and Mediterranean countries. The NGO mission is to prevent new conflicts, protect human rights and support civil society, especially in the Middle East, through awareness raising and advocacy campaigns, cultural exchanges, humanitarian and peacebuilding projects. UPP is active in Iraq since 1991 and is regularly registered at National and Kurdistan Region levels. Since 2012 UPP implements several programs to assist Syrian refugees. Learn more at: www.unponteper.it

Organization setting: the appointed Cross-border Country Administrator refers directly to Financial Director, and is conversely reference point to all appointed PMs and administrative personnel of all UPP Offices operating in Iraq and Syria.

Role and responsibilities

- Support UPP Financial Director in preparing missions' yearly budget forecast (staff, running and shared and indirect costs) and regularly monitor allocations and coverage.
- Carry out internal financial management controls ensuring UPP and donors financial requirements are met in an efficient and effective manner whilst assessing potential risks.
- Supervise the project managers in preparing and monitoring and in the preparation of financial reports to donors ensuring accuracy and adherence to financial rules set within the given deadlines.
- Provide training, briefing and tutorship for financial and non financial staff of UPP and local partners when needed in order to ensure compliance with generally accepted accounting principles.
- Support the preparation of the budget new proposals with specific inputs on the budgets
- Perform regular monitoring visits to UPP offices in Syria and Iraq
- Supervise external and internal audits and microassessements preparation.
- Planning external audits following up on the implementation of recommendation.
- Assist, when required, in the recruitment, interview, and selection of new administrative staff.
- Liaise with HQ and donors in the provision of information, data, reports and queries on finance-related issues.
- Perform other duties assigned by the Financial Director (HQ).



Essential Requirements

- University degree in accounting or equivalent working experience
- At least 4 years professional work experience in finance in NGOs
- Experience of financial reporting and grant management with a range of external donors
- Experience of reporting and monitoring to tight deadlines
- Effective financial management skills and knowledge of finance systems and procedures
- Excellent organizational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills including Excel
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritize work, meet deadlines and work calmly under pressure, while maintaining flexibility and enthusiastic approach
- Fluency in English is required, Arabic is an asset.

HOW TO APPLY: Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above and contact information for two professional references to: vacancy@unponteper.it **by the 1st of February.** Please reference "**Cross-border administrative coordinator**" in the subject line of your email application. Only shortlisted candidates will be contacted.