

## Senior Finance Officer, Jerusalem Human Rights Consortium

The Jerusalem Legal Aid and Human Rights Center (JLAC), is leading a consortium of 6 Jerusalemite human rights and legal aid organizations dubbed as the Jerusalem Human Rights Consortium (JHRC). The JHRC has received a three-year grant from the EU East Jerusalem Programme (2020 – 2022).

We are looking for an experienced finance professional, with expertise in EU programme management to join our team as the JHRC Senior Finance Officer. You will be the focal point for our Consortium programmes in any matters related to accountancy, finance, and grant management, and will analyse and present information for the Consortium team and Steering Committee, and will oversee the financial management of the Consortium activities, whether implemented by the Consortium team or through the Consortium partner organizations. You will lead in reinforcing capacity of our Consortium PCM teams and promoting internal guidelines and policies. To be the ideal candidate you will possess outstanding interpersonal skills, extensive experience in a large NGO/INGO or donor agency, a proactive approach to strengthening the effectiveness of Consortium Programmes to support the marginalized Palestinian communities in East Jerusalem.

The Senior Finance Officer is the primary focal point for partner financial teams for issues related to accountancy, finance, and grant management. You ensure internal policies and regulations are well understood and applied by partner organizations. Through your support, capacity of Consortium finance teams is strengthened. You ensure the timely and appropriate reporting of Consortium and partners' activities to your counterparts in the Consortium team and for regular internal and donor reporting.

## Main Responsibilities

- **Financial Oversight**

Through a rigor monitoring and evaluation system, developed in cooperation with the Consortium programme team, you will oversee the partners' financial management in relation to the Consortium activities, and make sure that they meet donor and JLAC regulations. You will lead the spot checks of partner organizations, along with the Consortium programme staff.

## ▪ Financial Management

You will assume overall responsibility for the Consortium's financial management, including but not limited to:

- You will be directly in charge of the overall and day-to-day management of the JHRC budget and finances;
- You will spearhead the financial planning process, including developing and compiling expenditure and procurement plans;
- You will process the Consortium partners' financial reports & further payment requests, and make payments to partners as per the contractual arrangements;
- You will contribute to the management of the relationship with the donors' finance staff and external audit and evaluation teams;
- You will lead the procurement and contracting processes for all Consortium related activities;
- You will be in charge of preparing budgets for future proposals for donors;
- You will be monitoring the consortium bank account(s), and preparing the required bank reconciliations;
- You will be organizing and maintaining the paperwork needed to insure the sound documentation of the consortium finances;
- You will be processing and making the consortium payments in accordance to the expenditure plans, donor & JLAC regulations

## ▪ Financial Reporting

You will lead the efforts in preparing periodic internal financial reports to be submitted to the Consortium Director and Steering Committee, and the donor financial reports and payment requests as per donor regulations and contractual obligations. You will be in charge of collecting financial data and reports from partner organizations, congregating the data, and entering the consortium data into JLAC's financial accounting system and generating various reports.

## ▪ Capacity Building

You will serve as a focal point for the consortium partners' finance teams, where you will be providing regular guidance and oversight.

You will be carrying out the joint capacity building activities targeting the consortium partners' finance and programme staff in relation to donor and JLAC guidelines and regulations.

## ▪ Reporting and Communications

As the Consortium Senior Finance Officer, you will report directly to the Consortium Director and the Consortium Steering Committee. You will also work closely with the Consortium Coordinator and the JLAC Finance Manager. Moreover, you will supervise the partners' finance teams in relation to Consortium finances.

## About you

### Qualifications:

- **Required:** Bachelor's degree in Accounting/Financial Management with minimum of 5 years of relevant experience in accounting and financial management. **Plus:** An advanced degree/MBA and a minimum of 3 years' experience.

### Skills and experience:

- Experience in managing large EU funded projects;
- Excellent command of Bisan accounting software;
- Strong financial management and reporting skills;
- Deep knowledge of best practices in financial management;
- Experience working with foreign currency transactions and the ability to analyse a large volume of invoices and expenses;
- Excellent understanding of accrued accounting
- Knowledge of key donor reporting requirements (EU, DFID, other international donors) an advantage
- Knowledge of Grants management a plus
- Excellent verbal and written command of English
- Well-organized, attentive to detail, and able to handle multiple tasks simultaneously, prioritize, and meet deadlines

- Knowledge of the Palestine and Jerusalem contexts
- Strong administrative and communication skills
- Excellent interpersonal skills including cross-cultural experience
- Excellent knowledge of Excel, Word and PowerPoint required
- Good leadership skills and strategic orientation
- Excellent verbal, analytical, organizational and written skills
- Excellent management skills and ability to work in a team environment

**Location:** The post will be based in JLAC's headquarters in Ramallah, with frequent travel to Jerusalem.

**Duration:** Fixed-term, from May 2020 anticipated to Jan 2023 (project-funding dependent)

## About us

You'll be working with the Jerusalem Legal Aid and Human Rights Center and its partners within the Jerusalem Human Rights Consortium. JLAC is a high impact human rights organization that works hard to protect the basic human rights of Palestinians in the West Bank and East Jerusalem through legal representation, legal services and advocacy. Since our creation in 1974 we have worked across the West Bank and Jerusalem to improve protect the livelihoods of marginalized communities and individuals and helping them in attaining their rights to housing, preventing home demolitions, residency rights, public services and social and economic rights.

## About what's on offer

JLAC offers a competitive package and an attractive working environment, as an equal opportunity employer, welcomes applications from all Palestinian nationals and residents.

To be considered, applicants are requested to send an up-to-date CV and cover letter to the following email address:

[jobs@jlac.ps](mailto:jobs@jlac.ps)

Please make sure to include the job title (Consortium Senior Finance Officer) in the subject line.

**Deadline for applications:** (25/04/2020 23:59 Jerusalem local time), applications beyond this deadline will not be considered

Applications that do not meet the minimum requirements listed above will not be considered. Please ensure that all necessary documents are attached, as incomplete applications and/or corrupt files may delay processing of your application or remove you from consideration. No phone calls will be accepted.

Due to the high number of applications, only shortlisted candidates will be contacted. Shortlisted candidates will be invited to sit for a written test, successful candidates will be invited for a personal interview.