



## JOB DESCRIPTION

**Position Title:** Finance Associate  
**Position Status:** Full-Time  
**Reports to:** Chief Financial Officer at **PartnersGlobal**  
**Location:** Baghdad, Iraq

### Organizational Background

Partners Iraq, established in 2017, serves as the Baghdad-based field office for **PartnersGlobal**, an international non-governmental organization with 30 years of experience building local capacities to advance democratic institutions, civil society, and a culture of change and conflict management worldwide. Partners Iraq champions this mission by empowering citizens to build sustainable peace in Iraq, especially through inclusive reconciliation and reintegration, community security, and tribal mediation.

**PartnersGlobal** specializes in organizational development and social entrepreneurship, having provided the seed capital and technical assistance to establish 21 local Centers throughout the world. Together, these Centers compose the **Partners** Network, of which Partners Iraq is the newest member. Building on nearly 15 years of **PartnersGlobal** programming experience in Iraq, as well as tools, resources, and expertise from other Network members around the world, Partners Iraq is establishing itself as a preeminent peacebuilding organization in Baghdad.

### The Position

**Primary Objective:** The upcoming months will be a period of rapid startup for the Partners Iraq team. The Iraq team's portfolio of projects has focused on conflict resolution and mitigation, reconciliation, reintegration of internally displaced persons, youth engagement, and women's empowerment. We are now seeking a qualified Finance Associate with extensive accounting, grants, and operations experience to ensure the success of all programming. Specifically, the position will work with Baghdad-based team members to oversee contract compliance from a finance perspective, ensuring no audit findings against the organization. The Finance Associate will oversee the implementation of finance policies and procedures, preventing all possibilities of corruption or misuse of funds. They will ensure the completion of financial reports on time, prepare advance requests based on inputs from programmatic staff, and coordinate financial audits.

This is an exciting opportunity to contribute to the development of a vibrant organization that already has a track record of impressive work that is well respected by donors and local organizations alike. **PartnersGlobal** has a strong portfolio of projects not only across the MENA region but also in Africa, Europe, and Latin America.

## **Primary Responsibilities:**

- Maintains and updates financial procedures for the office and provides training to staff to ensure compliance with procedures;
- Ensure compliance with policies and procedures of the donors;
- Account for all payments and income in Intacct accounting software. Run reports from Intacct and provide reports based on schedule to DC-based finance staff;
- Finalize advance requests for PI based on inputs from programmatic staff. Train program staff in preparing advance requests as necessary;
- Oversee that taxes, social security, and payroll are paid in a timely manner;
- Prepare annual budgets and projections for the field office, and provide periodic reports to PI program team and HQ on the budget execution;
- Reporting to management, and providing advice on how the organization and future business decisions might be impacted;
- Developing strategies that work to minimize financial risk and manage cash flow;
- Prepare and process quotations (for purchases exceeding \$500), purchase orders, invoices, check requests, manual checks, and contract payments;
- Ensure every payment has the required back-up documentation;
- Responsible for processing and maintenance of encumbrances (Fee for Service Contracts, Lease Agreements, Rental Agreements, etc); Keep and maintain an inventory of all assets and office supplies, including the coordination of periodic inventory counts;
- Provide guidance regarding purchasing and financial standard practices to personnel and vendors;
- Recommend changes to purchasing and other financial policies and practices, institutionalizing changes once approved;
- Alert program team and DC-based staff of potential under-spending or over-spending based on financial reports and advance requests. Overall responsibility for ensuring programs are completed within budget lines to support the program manager;
- Provides financial reports as required by PI, DC-based CFO or program staff;
- Other general accounting duties as assigned;
- Check and maintain bank account(s) on a regular basis;
- Assists with the development of proposal budgets as necessary;
- Legally responsible for keeping all finances of the office confidential;
- Immediately reports any suspected corruption to the DC-based Program Team and/or CFO;
- Randomly audits files to ensure compliance with financial procedures;
- Coordinates the completion of any internal or external audits.
- Other duties as assigned.

## **Experience**

- 3 years of experience in finance and accounting, with preference for additional administrative and operations experience;
- Previous audit experience preferred.
- Knowledge of international finance best practices and familiarity or experience with rules and regulations of the US government, Global Affairs Canada, and/or UNDP preferred.
- High-level proficiency in MS Excel. High-level proficiency in MS Office applications (Word, Outlook, PowerPoint) required. Preferred experience using ERPs or Quickbooks required.
- Experience training staff on financial procedures preferred.

### **Core Competencies**

- Must be a team player with a high level of interpersonal skills. Must be comfortable working in a fast-paced work environment;
- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas;

### **Education/Language Requirements**

- Bachelor's degree in accounting required;
- Fluency in Arabic and English, both written and spoken;

**Salary:** Full-time salary commensurate with experience.

### **Application:**

Please submit a cover letter and resume by email only to [jobs@partnersiraq.org](mailto:jobs@partnersiraq.org), no later than January 31, 2020. As the subject of your email, please write: "Application: Full-time PI Finance Associate." No telephone calls, please.

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