ICSC
Institute for Climate and Sustainable Cities

TERMS OF REFERENCES

Senior Finance Officer (Grants Monitoring and Reporting)

Jobs Summary

The Senior Finance Officer shall be responsible for fund monitoring, preparing financial reports for the ICSC existing projects and provide assistance during the project audit.

Responsibilities

1. **Monitor fund transfers and fund receivables from funders**
    a. Creation of monitoring tool to ensure that funds are requested and transferred in a timely manner
    b. Monitoring of project fund (separate bank account), updating the Finance Manager and the Admin and Finance Director of the fund transfer status, and flagging concerns related to fund transfer for action.
    c. Securing and filing of fund transmittal report with foreign exchange rate from the bank.

2. **Monitor financial reporting timelines per funder/project**
    a. Creation of monitoring tools to help ensure that financial reports are prepared prior to the reporting timeline

3. **Prepare Financial Reports**
    In coordination with the AFT Director, the Finance Manager and the Accounting Team:
    a. Extract project expenses from the accounting system - Oracle Netsuite and Brot für die Welt (Bread for the World) Meal Tool
    b. Preparing Financial Reports using funders' format

c. Secure the scanned documents at AFT Finance g-drive and the original receipts are properly filed in a separate folder.
d. Help ensure that reports and expenses are aligned with the project guidelines and restrictions
e. Provide weekly and monthly update of expenses per project Facilitate review, approval and submission of financial reports with supporting documents to project holder and to funder.

4. **Provide Support during project audit process**
   In coordination with the AFT Director and the Finance Manager:
   a. Prepare and submit audit requirements, including financial reports and supporting documents.
   b. Provide support during the audit process.

5. **Safekeeping of Project Financial Reports and Supporting Documents**
   a. In addition to centralized finance and accounting file, organize and safekeep copies of financial reports and supporting documents including contracts.

6. **From time to time, undertake other duties as reasonably required by the role.**

Qualifications

- Bachelor's Degree in Accounting, CPA is an advantage
- At least 5 years of experience in the field of accounting, experience in a non-profit set-up is preferred.
- Knowledge of general financial accounting/fund accounting
- Knowledge of generally accepted accounting principles Proficient in accounting software (desired)
- Attention to detail
- Proficient computer skills (excel, word, powerpoint)
- Excellent written, verbal and organizational skills (including time management, handling multiple tasks, team work)