

Financial Assistant

LOCATION: Bamako (Mali)

DURATION: 10 months (With possibility for an extension)

START DATE: ASAP

Journalists for Human Rights (JHR) is looking for a Financial Assistant to manage the financial aspects of its Project “Mobilizing Media to Fight COVID-19” in Bamako, Mali. The Financial Coordinator will work under the supervision of the Regional Project Coordinator and in collaboration with JHR’s head office Management to implement the project in **region B that includes: Gambia, Sierra Leone, Liberia and Ghana.**

About JHR

Journalists for Human Rights (JHR) is a leading international media development organization based in Canada with experience in more than 29 countries across the world. JHR’s mission is to empower journalists to cover human rights stories ethically and effectively to benefit their own communities. For more information, please visit <http://www.jhr.ca/>

Duties and responsibilities include the following:

- Ensure smooth transfer of payments and be in direct contact with the both the Regional Coordinator and the Project Manager and Financial Assistant at JHR’s Head Office regarding financial matters.
- Supervise expenditures and maintain the project’s financial records, supporting documents and bank account. Follow proper internal financial controls and ensure financial performance is compliant with accounting standards and conditions laid out in the contribution agreement, the Project Implementation Plan “PIP” and the Annual Work Plan “AWP”.
- Provide financial information to the Regional Coordinator and the Project Manager on a periodic basis.
- Consult with the Financial Manager and the Financial Assistant at JHR’s head office as required, and attend any orientation sessions or remote training provided by the Finance Manager.
- Verify, sort, save, and scan all financial supporting documents delivered by locally trained trainers, journalists, and consultants, and provide them at the request of Regional Coordinator and/or the Project Manager.
- Deliver final, fully reviewed and accurate monthly expense reports and monthly financial reports to the Regional Coordinator.

- In collaboration with the Regional Coordinator, take responsibility for the sound standing of JHR's field office with the taxation agencies.
- Maintain an ongoing communication channel with the local bank and keep head office aware of all statements and financial information.
- Report to the Regional Coordinator.

Education:

- Bachelor's Degree or an advanced diploma in accounting/finance, economics, business studies or a relevant field of study or an equivalent experience in the field.

Experience & Skills:

- 2-3 years' experience in finance and administration, preferably in a non-governmental setting.
- Strong computer skills in accounting systems, spreadsheets, word processing of Microsoft Office Suite products.
- Excellent communication skills in English is a must. Fluency in French and/or Arabic is highly desirable.
- Good knowledge of financial reporting and validation of supporting documents from different sources.
- Solid experience in collaborating on conducting financial auditing of procedures and documentation.
- Excellent communication, organizational, and interpersonal skills;
- Strong organizational skills and the ability to accurately synthesize data with a high degree of attention to detail.
- Experience administering international development or similar projects is an asset.

If you are interested in the above position, please submit your cover letter and curriculum vitae in English to careers@jhr.ca with the subject "Financial Assistant-Region B" by August 01st, 2020.

Interviews will be conducted on a rolling basis. Please apply as soon as possible.

We thank all those who are interested. However, only the shortlisted candidates will be contacted.