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**POSITION:** Finance Associate

**LOCATION**: Toronto (Canada)

**DURATION**: approximately 15 months

**START DATE**: ASAP

Journalists for Human Rights (JHR) is looking for a Finance Associate to support the financial management of its programs overseas and in Canada. The Finance Associate will work under the supervision of the Financial Manager and the Project Manager and in collaboration with the international department of JHR for the implementation of its new project “Mobilizing Media to Fight COVID-19” to be implemented in 12 African and Middle Eastern countries.

**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:**

*Finance and accounting support*

* Review and correct all financial reports from field offices in consultation with the project manager.
* Book and document all financial transactions between JHR’s head office and regional offices, and between regional offices and local parties/entities.
* Recommend financial actions by analyzing accounting options and to ensure the best implementation of accounting standards.
* Summarize current financial status by collecting information and preparing budgets vs. expenses draft reports for the Finance Manager to review.
* Analyze costs, forecasting, variable expenditures compared to outputs and the project’s actual performance compared to the AWPs and interpret financial information to managerial staff and recommend further courses of action where appropriate.
* Liaise with auditors to ensure appropriate monitoring of company finances is maintained.
* Ensure the project compliance with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
* Report to the Finance Manager on the health and the quality of the accounting controls against JHR’s policies and procedures.

*Financial management support*

* Provide administrative support to the project manager to ensure clear project management and communication on a regular basis between field teams and Head Office and funder where necessary.
* Under supervision of the project manager engage with the field teams to support financial management processes.
* Provide support to the Project Manager on other administrative tasks as needed
* In consultation with the Finance Manager, train the regional financial coordinators on JHR’s financial policies and procedures, in addition to the conditions of the contribution agreement and GAC’s Technical Assistance Handbook.

**Education:**

* Bachelor’s Degree in Accounting/finance, economics, business studies or a relevant field of study or an equivalent experience in the field.

**Experience & Skills:**

* 2-5 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.
* Strong skills in using accounting software QuickBooks
* 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 “Finance Associate-MMFC” by September 7, 2020.

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