Amna (previously known as Refugee Trauma Initiative)

**Job title: Finance Officer**

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<tr>
<th>Team: Operations</th>
<th>Location: Thessaloniki</th>
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<td><strong>Contract Length:</strong> 6 months (with a view to extending)</td>
<td><strong>Salary:</strong> 1500 EUR (gross)</td>
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**Background:**

Founded in 2016, Amna is committed to supporting community and frontline workers to bring non-clinical mental health support to every child and family affected by violence and displacement. Our mission is to help communities heal from violence and displacement. Our vision is a world where a caring mental health worker is within reach of anyone affected by trauma. After five years of delivering direct services for families, young children, young people and men and women in Greece, Amna is now replicating its model to train frontline workers and support local organisations in additional countries and communities.

Applications are strongly encouraged from people with lived experience as refugees or with second-generation experience.

**Safeguarding:**

The role-holder will have experience working according to ethical and good practice safeguarding principles. They will be expected to adhere to and promote Amna’s Child and Vulnerable Adult Safeguarding Policies as they will be involved and responsible for programmes working with children and vulnerable groups in different settings.

**Role purpose:**

The Finance Officer will be part of the Operations team and work closely with all departments to ensure the delivery of an efficient and joined up finance and administration service to Amna staff, contractors, suppliers, freelance workers and visitors in line with the Finance and Administration deliverables.

The Finance Officer will typically report to Finance Manager.

**Responsibilities include:**

**Financial Management:**

- Maintain accurate and up-to-date financial records, including general ledgers, accounts payable and receivable, and payroll.
- Prepare financial reports, budgets, and forecasts in collaboration with the Finance Manager.
- Monitor and track expenses, ensuring they are within approved budgets and in compliance with donor regulations.
- Implement and maintain a paperless format for invoices and other financial documentation, ensuring efficient record-keeping and accessibility.
- Assist in asset management, including tracking and reporting on organisation-owned assets.
Compliance and Reporting:

- Ensure compliance with financial regulations, organisational policies, and donor requirements.
- Assist in the preparation and submission of financial reports to donors, board and other relevant stakeholders.
- Support the annual audit process in both Greece and the UK, and coordinate with auditors to provide necessary financial documentation and assistance.

Budgeting and Grant Management:

- Assist in the preparation and monitoring of project budgets, ensuring alignment with donor guidelines and project objectives.
- Collaborate with Finance Manager to review grant agreements, financial reports, and budget revisions.
- Provide guidance to budget holders on financial procedures, budget monitoring, and expenditure tracking.

Payroll Management:

- Process payroll for employees in a timely manner.
- Maintain payroll records, including timesheets, payslips etc.
- Ensure compliance with payroll-related tax and legal requirements.
- Respond to employee enquiries regarding payroll, benefits, and deductions.

Capacity Building and Training:

- Conduct training sessions and provide guidance to staff on financial procedures, policies, and systems.
- Promote financial accountability and transparency within the organisation, fostering a culture of compliance.

Other:

- Identify problems and develop solutions for best financial practice.
- Take an active role in their continuing professional development, identifying relevant training and professional development opportunities.
- Any other tasks assigned by the supervisor.

Qualifications and Experience:

Essential:
• University degree in Finance, Economics, Accounting or other related field.
• Minimum 2-3 years of work experience in a Finance role.
• Excellent knowledge of accounting software (knowledge of Xero would be an asset).
• High numerical interest and ability.
• IT literate with a good working knowledge of Microsoft office.
• Ability to work quickly, methodically, accurately, independently and to use initiative to problem solve proactively.
• Methodical and organised with high attention to detail and accuracy.
• Excellent time management skills and the ability to work under pressure to meet deadlines.
• Ability to work with tact, diplomacy and complete confidentiality.
• Excellent communication skills in Greek and English, both written and verbal, and ability to deal with a wide range of people at all levels.

Desirable:

• Experience at an NGO and/or European Programmes, budgeting and reporting.
• Experience working in the UK will be considered an asset.
• Background of working in a diverse cultural setting.

Skills and Behaviors:

• Applicants must be eligible to work in Greece immediately.
• Excellent verbal and written communication skills both in Greek and English, including ability to effectively communicate with internal and external stakeholders.
• Flexible approach and ability to adapt to change in a growing organization.
• Culturally sensitive and ability to adapt easily.
• Able to work dynamically and respond quickly and appropriately to unexpected needs.
• Able to take responsibility for assigned tasks and to respect processes and confidentiality.
• Capacity to solve problems, to transfer knowledge and to develop new skills.
• Enthusiastic with a desire to learn and develop.
• Excellent team working skills.

Benefits:

- Amna offers Psychological Support Fund for its employees and are eligible to apply after the end of the probation period.
- Amna offers reflective supervision to all employees.

How to Apply:

Please send your CV and motivation letter to dea@amna.org by 20th August 2023.

For more information on Amna's work please visit our website: www.amna.org

Due to the urgency of the role, qualified applicants may be invited to an interview at any point during the application process. We strongly encourage candidates to apply before the deadline.

Expected start date September 2023.

Only Shortlisted candidates will be contacted.