

Job Description:

TITLE	Finance Admin Officer
SECTION	Finance
DEPARTMENT	Organisational Support
LINE MANAGER	Finance Coordinator
POSITION LEVEL	Officer
WORK HOURS / WEEK	40

GENERAL PURPOSE of the POSITION

To ensure that Al Turkey's financial transactions are conducted properly in a way that supports and advances the organisation's objectives.

MAIN TASKS:

1. *Accounting*

- 1.1 To make daily accounting entries of Al Turkey and Al Turkey Enterprise in ORKA accounting software.
- 1.2 Maintaining the e-archive system and issuing invoices of Al Turkey Enterprise.
- 1.3 Following up supplier invoices, subscription invoices, administrative payments of Al Turkey and Al Turkey Enterprise, ensuring payments on time. Checking submitted payment documents for accuracy and completeness.
- 1.4 Sending payment list weekly to organizational support director; ensuring budget codes are assigned properly, and a meaningful description and bank details are included for each payment.
- 1.5 Maintaining petty cash.
- 1.6 Filing all financial documents properly and on time.
- 1.7 Preparing Al Turkey Enterprise's tax return reports, submitting tax reconciliation requests and be in contact with tax office for related issues.
- 1.8 Be responsible for all accounting books, note of expense and certificate of receipt books printing and notary approval for each.
- 1.9 Submitting Al Turkey Enterprise's E-book on time. Following up E-invoices issued to the Enterprise.
- 1.10 To send the necessary information to the CPA for preparation of the declarations (Withholding, VAT, VAT2, SGK, Income Tax, Corporate Tax etc.)
- 1.11 Making periodic account closing entries together with the CPA.
- 1.12 Be responsible for the development of operational methods to carry out the accounting transactions properly and completely.

2. *Finance*

- 2.1 Assisting the finance coordinator for the preparation of all internal and external financial reports of AI Turkey.
- 2.2 Assisting the finance coordinator in budget follow-up and in related works.
- 2.3 To follow up and take responsibility in all the reporting needs of AI Turkey required in accordance with the Department of Associations of Republic of Türkiye.
- 2.4 To follow up and take responsibility in internal and external audits.
- 2.5 To maintain a sound system for international reimbursements between AI Turkey and the Headquarter and the other AI entities.
- 2.6 Supporting Amnesty Turkey employees in financial reporting and budget follow-up together with the finance coordinator.

3. *Administrative*

- 3.1 Checking the compatibility of the documents in the procurement process with the policy documents of AI Turkey
- 3.2 Checking documents such as contracts and other forms (Procurement Request Form, Quotation Request Form, Comparative Analysis Form, etc.) used in procurement process, assisting AI Turkey employees in preparation of documents when needed
- 3.3 Archiving administrative and vendor contracts and building & maintaining a contract tracking system, liaising with relevant parties for extension of administrative contracts, following stamp tax declaration with the CPA
- 3.4 Following up administrative subscriptions, from application procedures to deposits, termination, settlement, etc.
- 3.5 Contacting potential suppliers for procurement needs to collect Quotations.