

Job Description:

TITLE	Finance and Administrative Coordinator
SECTION	Finance and Administrative
DEPARTMENT	Organisational Support
LINE MANAGER	Organisational Support Director
Location	Ankara Office
POSITION LEVEL	Coordinator
WORK HOURS / WEEK	40

GENERAL PURPOSE of the POSITION

To ensure that AI Turkey's financial transactions and administrative needs run properly in a way that supports and advances the organisation's objectives.

MAIN TASKS:

1. Financial and administrative tasks

- 1.1 To make bank entries of the weekly payment list. To ensure that the bank balances are sufficient for routine and/or automatic payment orders such as SGK, rent, salary, catering payments and to follow up their payments. To ensure the smooth functioning of the cash flow.
- 1.2 Controlling documents such as contracts and other procurement forms (Procurement Request Form, Quotation Request Form, Comparative Analysis Form, etc.) used in procurement process, assisting AI Turkey employees in preparation of such documents when needed. Conducting such controls when a payment request submitted by staff members and when entering payments into banking system.
- 1.3 Contacting potential suppliers for procurement needs to collect Quotations. In coordination with staff members who initiate procurement process, ensuring procurement files are filed properly and completely.
- 1.4 Calculating staff salaries, catering and other fringe benefits and ensuring payment on time.
- 1.5 In absence of finance coordinator, liaising with bank for all banking related needs.
- 1.6 To support the AI director and the relevant department directors in order to ensure that the fundraising activities of the AI Turkey and AI Turkey Enterprise are carried out in accordance with the financial regulations.
- 1.7 To provide orientation to newly recruited employees in financial and budgetary matters, to prepare an orientation program and to keep the program up-to-date. Providing support in questions about financial matters from employees.
- 1.8 Working with the Executive Assistant to follow up the performance appraisal processes for the Director and employees and ensure that they are properly completed.
- 1.9 Following up financial and administrative tasks of project office in Ankara.

2. Financial Reporting and Budget Follow-up

- 2.1 Preparing all internal and external financial reports and submitting for approval of AI Director and/or the relevant department director
- 2.2 To ensure the full implementation of the Amnesty International Joint Financial Reporting system, to cooperate with the finance coordinator for this. Preparing and submitting periodic financial reports and budget follow-ups to AI Headquarters.
- 2.3 To follow up and take responsibility in all the financial reporting needs of AI Turkey required in accordance with the Department of Associations of Republic of Türkiye.
- 2.4 Following-up AI Turkey's cash flow, preparing cash flow report monthly and reporting to department directors.
- 2.5 Supporting relevant staff members in budget follow-up. Preparing budget vs actual report and sharing with department directors.
- 2.6 Working with AI director and department directors in preparation of AI Turkey's annual budget.
- 2.7 Liaising with AI Headquarters and following-up reimbursements between AI Turkey and AI Headquarters and other AI entities.
- 2.8 To take responsibility for the development of new methods and systems in order to carry out all financial reporting and financial transactions more effectively, transparently and soundly.
- 2.9 To ensure that the local accounting codes and the budget/account codes used in the reporting to Amnesty Headquarters are mapped in accordance with the financial reporting needs, and to make the necessary updates in cooperation with the finance coordinator.
- 2.10 Taking responsibility for the financial issues at the application stage for the grants received by AI Turkey, and the financial reporting expected from AI Turkey during and at the end of the project implementations, and to support the relevant department directors/staff and the AI Director.
- 2.11 To make sure that the financial conditions of the donors are fulfilled during the project implementation regarding the grants received by AI Turkey.

3. Internal Control

- 3.1 Preparing bank reconciliation reports periodically.
- 3.2 Cooperating with finance coordinator in internal-external audits.
- 3.3 Taking responsibility in development of AI Turkey's financial policies & procedures and suggesting update needs, supporting Organisational Support Director in improvement & development of policies & procedures, ensuring policies & procedures are followed by the entire organization.