

Job Description:

<b>JOB TITLE</b>	<b>Finance and Administrative Manager</b>
<b>TEAM</b>	<b>Organisational Support</b>
<b>DEPARTMENT</b>	<b>Organisational Support</b>
<b>REPORTS TO</b>	<b>Director</b>
<b>RESPONSIBLE FOR</b>	<b>Organisational Support Team</b>
<b>SCALE</b>	<b>Department Manager</b>
<b>HOURS PER WEEK</b>	<b>40</b>

#### **OVERALL PURPOSE OF THE JOB**

Amnesty International is an internationally renowned global movement made up of people who work to ensure that human rights are respected and protected, and to prevent human rights violations. Its vision is to enable everyone's access to human rights as defined in the Universal Declaration of Human Rights, as well as to all international human rights standards.

Reporting to the Amnesty International Turkey Director, Finance and Administrative Manager is a key member of the leadership team and has strategic and managerial responsibility for all aspects of Amnesty International Turkey's finances, HR, legal procedures, IT and governance.

Finance and Administrative Manager will work closely with the AI-TR Director, the senior leadership team, the Organizational Support Team, Amnesty International Secretariat Finance Team and the board to instill a culture of transparency, collaboration and dynamic leadership across the organization, and to ensure that all activities support Amnesty Turkey's mission and strategic priorities and foster continuous improvement and innovation while mitigating financial, administrative and operational risks.

Other key relationships: To fulfill the job description and as a part of the senior management team, the Finance and Administrative Manager works closely with the Campaigns Manager, Human Rights Education Manager, treasurer, and the Board; and in contact with the Certified Public Accountant, lawyers, trade unions, relevant ministries and directorate of provincial associations. Also, the Finance and Administrative Manager has working relationships with Amnesty International Secretariat Finance Department and other Finance and Administrative Managers of the movement.

## **MAIN TASKS:**

### **1. Team Management and Human Resources Management**

- 1.1 Supervise and mentor all staff within the Organizational Support Department and ensure effective performance appraisals and measure objectives are set for each member of the department.
- 1.2 Ensure that the Organizational Support Department models best practices in providing services and support to other departments in Amnesty International Turkey.
- 1.3 Set the team goals and objectives in accordance with the strategic and operational goals of AI-TR and ensure that these are implemented.
- 1.4 Provide technical support and training to the team in terms of accounting knowledge and reporting, and support on finance IT systems.
- 1.5 Develop and construct the Organizational Support Team budget and monitor performance against actual throughout the year, including monthly forecasts.
- 1.6 Work with the Team to develop and achieve the Team mission, objectives, and plans, including participation in Team meetings.
- 1.7 Implement the changes to systems and processes agreed as part of auditing and other finance and administrative review processes.
- 1.8 Manage staff and volunteers using human resources policies, procedures and practices including hiring, orientation, discipline, and termination when necessary, and update and maintain current job descriptions for all staff and volunteers.
- 1.9 Work closely with other department managers to coach and mentor staff as appropriate to improve performance based on key performance indicators.
- 1.10 Supports other department managers to plan for future staffing requirements and determine the experience, skills and personnel qualities needed to effectively deliver programs and services.
- 1.11 Consult with the Board on an on-going basis and as needed regarding human resources plans and staffing activities.
- 1.12 Reviews current Staff Performance and Appraisal System and improves the systems if needed.

### **2. Providing administrative and financial executive leadership, vision, and oversight for Amnesty International Turkey.**

2.1. Lead the creation, development and monitoring of the organization's budget and projection processes in alignment with its strategy and plan. Work with the Board, country director and other department managers to prepare, manage and execute a comprehensive annual budget. Plans, develops, and implements effective financial and accounting systems, policies, procedures, controls and records which meet audit and legal reporting requirements, properly safeguard assets, and provides meaningful financial reporting, planning, analysis, budgeting, and forecasting.

2.2. Advise, inform, and hold accountable senior management on matters affecting financial planning, results and reporting. Responsible for overseeing all financial activities, ensuring fiscal responsibility, and providing critical financial insights to support the organization's mission and growth and, collaborates closely with senior leadership and the board to guide financial decisions and manage resources efficiently.

2.3. Ensures monthly financial results, cash flows for quarterly/annual financial forecasts to assist in short- and long-term financial planning and inform decision making.

2.4. Responsible for the development and effective implementation of all financial policies, procedures and the internal control structure for Amnesty International Turkey to ensure that procedures and processes are in place throughout AI-TR to minimize the risk of legal challenges to transactions, fraud and error through strict internal controls.

2.5. Ensure compliance with all Amnesty International reporting requirements.

2.6. Manage grants and funding sources, ensuring timely reporting, compliance, and adherence to grant requirements.

2.7. Lead on appropriate financial and operational internal or independent audits; if lacking, institutes controls, according to audit findings and overall best practices, including timely policy updates, establishing review procedures, and implementing periodic reporting on control/risk assessment matters.

2.8. Serve as part of the Senior Management Team and collaboratively work together to develop organizational strategic goals and objectives.

2.9. Liaison directly with Amnesty International Secretariat for all finance and administrative related matters and work with financial colleagues around the world on global administrative and financial initiatives.

2.10. Together with the Director and Treasurer, represent AI-TR's interests in international discussions on matters of finance and administrative affairs.

2.11. Works closely with treasure and ensures that payments are completed on time, reporting needs of the board is met and annual/long term budgeting as well as forecast projects are approved by the board on time.

2.12. Lead on bank and financial institutions' relations management and manage financial investments and cash.

2.13. Lead financial training to non-finance staff within AI-TR, particularly in relation to budgetary control.

2.14. Ensure that IT, operational systems, and all other office procedures support effective operations of the organization. Manage smooth management of office environment and assets, ensuring full functionality of technical tools for work, office

equipment, stationary, supplies and infrastructure for all staff at all offices, including functionality of IT through procurement of relevant external services.

2.15. Serve as the primary point of contact for all issues including safety and security relating to the office space.

2.16. Work closely with Board members, AI-TR Director and related members to plan and realize general assembly meetings, board meetings and any other membership activities requiring the management's involvement.

2.17. Works with the IT Consultant (Contractor) provides oversight ensuring that AI Turkey staff has the tools and technologies to perform their responsibilities. Working with the IT external companies to ensure that the IT infrastructure meets the agency's needs including cabling, connectivity, backup and recovery systems and review cyber security and protocols regarding potential risk to the agency.

2.18. Lead the government audit, serve as primary point of contact all audit questions and makes sure all the operational procedures are adhered to by the organization.

**3. In close collaboration with the Director, works to ensure that the organization is in compliance with the rules and regulations governing the operations of the organization and is protected from legal liability.**

3.1. Being proactive in developing excellent risk management strategies within the organization, managing risk registration, and organizing regular reviews.

3.2. Ensure compliance with constitutional regulations and the Law on Associations, taxation (direct and indirect), fundraising and aid collection legislation and other relevant legal requirements.

3.3. Responsible for quarterly Board and Committee reporting on Finance, Operations, Human Resources, and risk management.

3.4. Ensure compliance with core standards adopted by the international movement and advise the Director for the full compliance of the section. Leads the change processes in accordance with the assignments made by the director within this framework.

3.5. Liaise with relevant ministries and Directorate of Provincial Associations.

**4. Lead and manage the development, execution, and delivery of the Human Resources Strategy**

4.1. Ensure HR strategy and policies are effectively aligned with and contribute to the overall Amnesty strategies.

4.2. Lead the development and execution of Human Resources strategy, policies, and practices to realize the effective development of people and their performance.

4.3. Oversees the overall HR operations. This includes recruitment and orientation of new staff; maintenance of appropriate records; HR audits; development and maintenance of performance setting and evaluation processes; advising on grading and salary scales.

4.4. To support the Director in liaising with trade unions to ensure compliance with labor law.

4.5. Maintains awareness of employee well-being and morale and recommends appropriate management response.

## **5. Fundraising Responsibilities**

5.1 Deliver sustainable income growth across a range of income sources

5.2 Ensures the achievement of the annual income and expenditure budgets, targets and KPIs

5.3 Ensure the appropriate structure, people, processes and systems are in place to ensure ongoing growth.

5.4 Ensure AI Turkey has an excellent supporter engagement and retention program that retains and inspires donor loyalty

5.5 Produce and present fundraising progress and accountability reports for key stakeholders e.g. the Board, the management team, international movement, staff and supporters

## **SKILLS AND EXPERIENCE**

- Full commitment to human rights and Amnesty International's vision, mission and principles.
- Proven track record in senior management positions within organizations with a significant HR, Admin and Finance expertise. 3-5 years in director-level similar position in the NGO sector. A 5+ years related professional experience at a senior leadership level with computerized financial systems and reporting, fund accounting, project management, payroll, administrative, HR and budgeting.
- Demonstrated ability to build teams, lead and motivate people to accomplish goals and objectives to achieve desired outcomes.
- Thorough knowledge of financial issues including accounting and financial policies and procedures, financial internal control concepts, and government requirements.

- Understand fund parameters and donor designation/restriction rules through fund accounting principals
- Knowledgeable user of accounting systems and/or ERPs.
- Advanced user of MS Excel (pivot tables, macros).
- Experienced in fulfilling external governance and reporting requirements.
- Excellent communication and relationship skills.
- A multi-tasker with personal qualities of integrity, credibility, and dedication to the mission.
- Strong leadership and team building skills.
- Experience in developing and leading diversity, equity, and inclusion plan.
- Proven change management experience; budget and process management.
- Negotiation, communication, and presentation skills.
- Fluency in Turkish & English required and in any other additional language preferred.

## **ABOUT US**

Amnesty International is a global movement of more than 7 million people who campaign for a world where human rights are enjoyed by all. We reach almost every country in the world and have:

- more than 2 million members and supporters who drive forward our fight for rights.
- more than 5 million activists who strengthen our calls for justice.

Our aim is simple: an end to human rights abuses. Independent, international and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. And whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world: One where human rights are respected and protected by everyone, everywhere.

At Amnesty International Turkey, we are passionate about what we do and we are proud of our achievements as a movement. Equality and diversity are at the core of Amnesty Turkey values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.