

Job Title: Finance Assistant	Reports to: Operations manager Technically reports to: Regional Finance Manager
Department: Finance	Salary Grade: 4

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will efficiently provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering service needs that support high-quality programs serving the poor and vulnerable. As part of an experienced finance team you will deliver quality support in your role, applying clearly defined accounting and financial reporting processes, procedures and service standards.

Roles and Key Responsibilities:

- Complete standard financial documents (vouchers, wire transfer requests, checks, etc.) following a sample template with prescribed guidelines and circulate as needed.
- Provide administrative and clerical support to financial transactions processing. Prepare, type, photocopy, and scan related documentation. File accounting and financial reporting documentation as instructed.
- Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions.
- Perform Initial review for received payments, following validation by the next-level Finance staff.
- Follow up with voucher processing and approvals and update the Regional Finance Manager for any delays.
- Support the Regional Finance Manager on preparing wire transfers and checks as requested.
- Receive and Print Insight invoices and payments’ reports and attached to the payments
- Communicate with staff, subrecipients, partners, suppliers to follow up on required documents.
- Assist Regional Finance Manager in reviewing CRS partners reporting to ensure compliance with CRS and donors’ requirements.
- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Keep custody of various documents (e.g. blank/undelivered checks, fuel coupons, etc.).
- As per Operations manager delegation/discretion.

Basic Qualifications

- Bachelor’s degree in Finance/accounting required. Professional diploma/Certificate or courses in Economics, or Business Administration a plus.
- Minimum of two years’ work experience in a similar role with some familiarity of standard accounting practices. Experience with an international organization a plus.

Required Languages – English and Arabic

Travel - Travel Required (10% of time travel expected to field offices)

Knowledge, Skills and Abilities

- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented. Able to meet deadlines.
- Strong customer service ethic and abilities. Ability to work collaboratively.

Preferred Qualifications

- Experience using MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities: None

Key Working Relationships:

Internal: Finance Team and frequent contact with all departments within Aden office and other offices virtually.

External: Partner Organizations, Local Banks, Drivers, Vendors, and other parties

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer