



Finance and Compliance Officer, Erbil, Kurdistan Region of Iraq

JOB DESCRIPTION

Position: Finance and Compliance Officer
Job Location: Erbil, Kurdistan Region of Iraq
Employment Term: Regular
Employment Type: Full Time
Starting salary: Commensurate with experience
Preferred Education: BA or higher
Required Experience: 3 to 7+ years
Related Categories: Accounting, Payroll, Grants, Finance, Compliance
Application deadline: November 23, 2018

ABOUT EPIC

The **Education for Peace in Iraq Center (EPIC)** works directly with civil society leaders in Iraq to provide relief to vulnerable populations, monitor the crisis to better inform public policy, and enhance understanding of Iraq's story. EPIC was founded in 1998 by U.S. Army veterans and humanitarian advocates, who believe that a human security approach can make Iraq safe and prosperous again.

POSITION SUMMARY

EPIC seeks a dynamic, qualified, and highly motivated individual to fill the full-time position of **Finance and Compliance Officer**, working at EPIC's field office in Erbil in the Kurdistan Region of Iraq. The Finance and Compliance Officer reports to the Iraq Coordinator, and works closely with the U.S.-based accountant.

The Finance and Compliance Officer will be responsible for finance and compliance functions according to the regulations, policies and procedures of donors, local governments and EPIC.

Responsibilities include ensuring compliance with USG and other regulations, specifically in relation to a multi-year USAID-funded project. Strong applicants will demonstrate proven ability in these areas. This position requires: excellent written and verbal communication skills in English, and preferably Arabic; strong interpersonal skills; proven ability to implement and oversee project finances; ability to multi-task while maintaining attention to detail; and an effective approach to managing finances and compliance in a complex environment.

RESPONSIBILITIES

Finance, Compliance, Payroll and Reporting

- Work with equivalent field-based staff of primary partner to ensure coordination of systems, accounting, compliance and reporting within project consortium
- Work with supervisor in Erbil and HQ-based accountant to ensure timely, accurate and compliant reporting
- Contribute to preparation of required project finance reports
- Ensure that finances are managed regarding GAAP and other policies and principles

- Ensure accounting records and systems are compliant with donor and local government requirements
- Ensure compliance with program objectives, financial obligations and reporting requirements according to grant agreement/s
- Assist with internal controls to ensure compliance with financial policies and regulations
- Manager and coordinate financial administration and payroll
- Ensure compliance of contracts, awards and sub-awards issued by USG and other donors
- Maintain integrity and accuracy of financial data, including reviewing and posting to general ledger, budget tracker, accounts payable and accounts receivable
- Conduct financial analysis and prepare monthly, quarterly and annual financial reports
- Oversee the monitoring of cash flow, and assist with cost effect office requirements, including landlord, vendor and other service relations
- Other duties as assigned

Overall Duties

- Remain dedicated to EPIC's mission: making Iraq safe and prosperous again through programming, advocacy, and education
- Work zealously to implement EPIC's strategic goals and objectives and enhance its reputation and brand
- Contribute to a positive work environment with all colleagues
- Take initiative that adds value to the organization
- Accomplish other tasks and duties as they are assigned with attention to detail and thoughtful ability

REQUIRED SKILLS AND QUALIFICATIONS

We are looking for candidates with the ability to effectively fill and grow this role. We expect that qualified candidates will have:

- Bachelor's degree in accounting, finance, business or related field
- Minimum 5-7 years' experience with USG grants, finance and compliance
- Excellent communication skills and writing skills in English
- Preferred excellent communication and writing skills in Arabic as well
- Demonstrated interest in and familiarity with Iraq and the Kurdistan Region of Iraq
- Ability to analyze financial information efficiently and accurately
- Prior experience with USAID grants and NGO accounting in a fast paced environment
- Knowledge of USG finance and reporting requirements, including federal regulations
- Knowledge of accounting principles, GAAP, and automated accounting systems
- Preferred experience mentoring local organizations to build their financial capacity
- Knowledge of local government accounting and financial laws
- Ability to write clear and accurate reports, maintain documentation, and complete forms
- Strategic thinker and proactive problem-solver with a strong work ethic and sense of responsibility
- Ability to maintain confidentiality of projects as required at all times
- Strong interpersonal skills to work collaboratively within EPIC and to develop external relationships with a diverse range of stakeholders
- Comfort working with senior staff and board members when needed
- Experience with physical and digital security protocols

- Proficiency with Microsoft Office, particularly Excel, Word and QuickBooks
- Ability to work well under pressure and to prioritize multiple tasks with limited instruction
- A sense of humor is a plus

HOW TO APPLY

Submit a CV, cover letter, list of three references, and writing sample in English of no more than five pages to careers@epic-usa.org. Please include the position title in the subject line.

Salary will depend on candidate's qualifications, and will be commensurate with experience and education. Applications will be considered until the position is filled. No phone calls accepted.

EPIC is an equal-opportunity employer.

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