



Job description for Finance & HR Officer (ROD.EBL.038.022025)

Position Title	Finance & HR Officer (ROD.EBL.038.022025)
Location / department	Mosul/Support
Contract duration	10 months
Reports to	Operation Manager
Direct Supervisor of	N/A
Application Email	Recruitment@rezanorganization.com
Background:	Rezan is a national Iraqi Non-profit organization established in Iraq with the aim of supporting conflict affected communities and Contributing for a safe, dignified, sustainable livelihoods and environment friendly for vulnerable communities and advocating for climate action.
Overall Responsibility	HR & finance Officer responsible to maintain personnel records, updates databases, and creates guidelines and FAQ documents about the organization policies. Gather payroll data, publish job ads, schedule interviews, and prepare HR-related reports.
Main duties and responsibilities	<p>Finance Responsibilities:</p> <ul style="list-style-type: none"> • Manage cash advances and ensure proper justification. • Follow cash procedures, including validation and approvals. • Prepare payments by check when needed. • Verify the completeness and accuracy of vouchers and invoices. • Translate accounting documents when required. • Prepare and code vouchers, ensuring proper entry into financial ledgers/software. • File original invoices as per ROD's double filing procedures. • Ensure consistency between computerized and physical cash balances. • Conduct weekly cash counts and close accounts at the end of each month. • Submit the base accountancy bundle by the 5th of each month.

Compliance with Purchasing Procedures:

- Ensure **purchasing procedures** are followed for **advance requests and payments**.
- Coordinate with **logistics** to verify **procurement compliance**.
- Educate staff on **accounting standards and proper documentation**.

Financial Communication Support (Under Operations Manager):

- Collect **financial data** from project managers for **treasury forecasts**.
- Contribute to the **development and updates** of financial plans.

HR Responsibilities:

- Maintain **staff files** while ensuring strict **confidentiality**.
- Assist with **payroll paperwork and documentation**.
- Support **staff recruitment and end-of-contract procedures**.
- Prepare **employee contracts** as per policy.
- Handle **HR administrative tasks** related to **base operations**.

Safeguarding Responsibilities:

- Implement **measures to prevent violence, abuse, or neglect** within SC activities.
- Conduct **refresher training and coaching** for field staff.
- Ensure all staff **understand and apply safeguarding policies**.
- Address **safeguarding issues** in meetings and discussions.
- Train project and partner staff on **child safeguarding policies** and **reporting mechanisms**.
- Support **investigations of safeguarding incidents**.
- Act as a **role model for professional safeguarding behaviour**.

Requirements

QUALIFICATIONS:

- Minimum of a **bachelor's degree in Accounting, Finance, Business Administration, or a related field.**

EXPERIENCE AND SKILLS:

Essential:

- Minimum of **three (3) years of relevant experience in Finance and HR**, preferably within an **International NGO**.
- Strong understanding and **practical experience in Finance & Human Resources Management**, with the ability to work independently with **minimal supervision**.
- Solid knowledge of **Iraq's labor laws**, finance & HR legal requirements, and **employment regulations**.
- Strong understanding of **statutory employment requirements, organizational policies, and HR systems**.
- Proven **interviewing, negotiation, listening, and counselling skills**, with the ability to **influence, negotiate, and coach staff effectively**.
- Extensive experience in **recruitment and talent acquisition**, including familiarity with **competency models and hiring best practices**.
- A **sensitive and diplomatic approach** to advising and mentoring staff, especially when handling complex HR matters.
- Excellent **organizational and workload management skills**, with the ability to handle **complex and diverse Finance & HR tasks efficiently**.
- Previous experience working on QuickBooks is an advantage.
- **Strong computer literacy**, including proficiency in **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)** and HR software.
- **Fluency in English and Arabic** (spoken and written).
- **Excellent time management and planning skills**, with the ability to meet deadlines under pressure.

Desirable:

- Strong **cultural awareness** and ability to work effectively in a **multicultural environment** with diverse teams.



- Ability to remain **calm and solution-oriented under pressure**, maintaining high-quality outcomes.
- Highly **detail-oriented** with a commitment to **accuracy and quality-focused work**.

Other Requirements:

Rezan Organization upholds high standards in all aspects of Safeguarding and condemns all forms of abuse and exploitation, takes a zero-tolerance approach to all abuse and exploitation against children or vulnerable individuals and seeks to ensure that no-one is exposed to the risk of maltreatment by its representatives. In accordance with organisational policy:

- In view of the nature of this role potentially requiring involvement with vulnerable individuals (including situations where there are potential imbalances of power), you will be required to provide both a self-assessment and formal certificate of previous good conduct.
- Professional references will be requested and taken up for the successful candidate.
- All Rezan Organization's staff are required to sign our Code of Conduct and Child Safeguarding Commitment.

Rezan Organization upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. Rezan Organization will conduct a thorough pre-employment background check of successful candidates, including checking through the SDN sanctions lists.

To apply please send your CV to the below email address
recruitment@rezanorganization.com with the subject line "Finance & HR Officer (ROD.EBL.038.022025)"