

**Job Description****Finance Officer****Medical Teams International**

Department:	Field Operations	Grey Sections for HR Completion	
Team:	MTI Colombia	Job Code:	
Reports to (position):	Operations Manager	Job Grade:	
Location(s):	Santa Marta, Magdalena, Colombia	FLSA:	
Work Days & Hours:	Monday to Friday, 40 hours	EEO Job Class:	
Travel:	N/A	Last Update:	
If Manager of Staff, Positions Supervised: <small>(directly & indirectly)</small>	None	# Supervised: <small>(directly & indirectly)</small>	

JOB DESCRIPTION APPROVALS:**Department:**

Rachel Rigby, Humanitarian Advisor

Date:

01.30.20

Human Resources:**Date:****Medical Teams International Calling:**

Daring to love like Jesus, we boldly break barriers to health and restore wholeness in a hurting world.

JOB SUMMARY

Implement all finance procedures and transactions, participate in audits and budget design. Monitor transactions prepare invoices and submission of financial reports. This position will provide support and orientation to the CO staff in financial duties.

JOB RESPONSIBILITIES**ESSENTIAL DUTIES:**

- Submit Fund Transfer Request in a monthly basis to HQ
- Submit Financial report in a monthly basis to HQ
- Issue checks for payments based on program planning
- Record all the financial transactions based on FOM standard operations
- Prepare Balance sheets and invoices
- Contribute to financial audits
- Monitor bank deposits and payments
- Contribute to financial analysis and solving problems
- Prepare payroll
- Guard petty cash assigned to CO

OTHER DUTIES:

- Contribute to budget developing
- Support to the field staff to observe the FOM regulations and procedures
- Other according to program demand
- Support safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, Child & Vulnerable Adult protection, and harassment-free workplace policies.

EDUCATION, LICENSES, & CERTIFICATIONS**Required**

- Bachelor's degree in finance, accountant or relevant field
- Certified by Colombian educational institutions

EXPERIENCE

- Minimum three years' experience in similar positions, especially in INGOs sector
- Experience in national and local finance and labor law
- Experience with International donor compliance
- Experience working for projects related to Public Health Sector

KNOWLEDGE, SKILLS & ABILITIES**KNOWLEDGE:**

- Very knowledgeable of Colombian financial and labor law
- Very knowledgeable of standard finance and accountant operations
- Must be fluent in both English and Spanish

SKILLS:

- Very skilled managing financial software
- Very skilled preparing financial reports
- Very skilled at creating and monitoring budgets and making appropriate adjustments as necessary
- Very skilled at managing projects to satisfactory completion
- Very skilled with Microsoft Outlook, Word, Excel Power Point and data base software
- Must be fluent in English-speaking, reading and writing

ABILITIES:



- Ability to work cooperatively in a team environment
- Ability to prioritize tasks
- Ability to embrace and promote MTI's Calling
- Ability to uphold and exemplify the organization's core values
- Ability to represent the organization in a professional manner to donors, volunteers, and the public
- Ability to work out of schedule when applicable
- Ability to Travel in country and overseas if applicable

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

Physical Requirements

- 90% of time at office, seated working in computer environment
- 10% traveling to program catchment area with a level 2 of risk for security

NOTE: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by Medical Teams International as the requirements of the job change.

I have read and understand this explanation and job description.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

HR Director Signature: _____

Date: _____