

Finance Controller

Location:	Brussels
With occasional travel to:	With occasional travel to Mission East's HQ and field office locations.
Department / Team	Administration and Accounting
Responsible to:	HQ Finance Manager
Direct Line Management of:	N/A
Length of contract:	Permanent
Hours per week:	Full time (38hrs per week)
Salary Scale:	This role has been assessed as Level 15 on the HQ Salary Scale.
Background	<p>Mission East is an international relief and development organisation working in crisis-affected countries in the former Soviet Union, the Middle East and Asia. We deliver emergency relief during disasters as well as long-term development assistance. We are based on Christian values. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalisation. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect, and sustainability of our programmes.</p> <p>More information on Mission East can be found at: https://missioneast.org</p>
Role Purpose:	Provision of high-quality finance control in Field office and allocated HQ accounting activities, including donor compliance, quality control, preparations of Budgets, Financial Reports, Accounts, and improvement of finance systems and processes.
Key Tasks and Responsibilities:	<p>As part of a small finance team of 3-4 people, the Finance Controller's responsibilities will be carried out in collaboration with both finance and non-finance colleagues at headquarters.</p> <p>Field accounting:</p> <ul style="list-style-type: none"> • Control the quality of the monthly accounts for each programme by reviewing field expenses and balance sheet • Responsible for ensuring accurate data mapping between field accounting and head office accounting systems and consolidating field data into the head office system • Responsible for ensuring the application of Mission East's financial policies and procedures across field locations including remote trainings as needed. • Ensure that all donor financial reporting requirements are complied with and that project reports are submitted in a timely manner. • Ensure that donor reports reconcile to Mission East accounts. • Provide support to each country finance teams to ensure proper accounting and donor compliance • Together with the field finance teams, develop country and project budgets. • Support external project audits as needed by collecting and reviewing requested documentation. • Prepare quarterly budget variance reports for program staff and follow-up on project spending and burn rates <p>HQ accounting</p> <ul style="list-style-type: none"> • Provide ongoing support to Finance Director with Head Office Accounting, including entering income and expense transactions for the monthly accounting closure. • Responsible to prepare all needed documents for HQ financial Audits • Support Finance Director in the development and implementation of head office accounting systems and manuals. • In charge of the cash and bank payments of the Brussels office <p>Continues on the next page.</p>

	<p>Other activities:</p> <ul style="list-style-type: none"> • Carry out other duties, which may or may not be related to the job, as reasonably requested.
<p>Selection Criteria:</p>	<p>You will have the following experience, skills, and qualifications:</p> <ul style="list-style-type: none"> • Qualified accountant (CA / CIMA or recognised equivalent) with at least two years post qualification and proven financial management experience • Experience of NGO accounting and grant reporting is considered an advantage. • Good personnel management skills, with experience of finance control and provision of support within a multi-disciplined, multi-cultural team. • Excellent communication and interpersonal skills with sensitivity to cultural differences and proven track record in working with distance management. • Analytical and strategic planning skills and ability to handle multiple priorities. • Ability to present information and concepts clearly, both verbally and in writing. Fluency in English, spoken and written required. • Advanced skills with MS Excel. Proficiency with MS Word. • Experience in using QuickBooks or equivalent systems and use of MS Access databases is an advantage. • Administrative experience with knowledge of establishing and maintaining office systems. • Ability to travel to Mission East's other office locations, as required. <p>You will display:</p> <ul style="list-style-type: none"> • Commitment to the vision and values of Mission East. <p>Other requirements:</p> <ul style="list-style-type: none"> • All staff are required to sign Mission East's Code of Conduct and Child Safeguarding Commitment • This role is based in Mission East's Brussels office. The successful candidate will be required to demonstrate their right to live and work in Belgium. • Mission East upholds high standards in all aspects of Safeguarding. 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 a self-declaration and formal certificate of previous good conduct. • Mission East upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. In view of this role's potential travel to and remote involvement with our field offices, Mission East will conduct a thorough pre-employment background check of successful candidates, including checking through the SDN sanctions lists.

End.