



ST JOHN OF JERUSALEM EYE HOSPITAL GROUP (SJEHG)

JOB DESCRIPTION

Title	Projects Finance and Technical Officer
Department	Development & Grants
Section	Projects
Reports to	Projects Manager
Hours	40 per week (incl. lunch breaks)
Date formulated	May 2024
Duration	1 year – renewable based on performance and availability of funding

General Statement of Duties:

The main responsibility of the Projects Finance and Technical Coordinator is to ensure sound and timely management of projects finances at all levels including initiation of procurement processes and financial reporting to the donors. The post holder will be requested to generally assist in the overall management of under the guidance and supervision of the Director of Development and Grants and close liaison with the Project Officers, being the direct person in charge of Projects.

Main Responsibilities:

1. Directly manage and monitor all financial aspects of projects in-line with the programmatic approach.
2. Manage complex projects budgets and closely identify and action budget amendments based on the changes in the projects' activities with timely communication with donors.
3. Review and validate supporting documents with the various Hospital departments for transactions of projects and follow up on timely disbursement in close liaison with the Finance Department.
4. Monitor procurement activities for projects with the Procurement Department in compliance with the donors' directions and guidelines.
5. Properly record and file financial transactions with all supporting documents and report accordingly to the donor.
6. Ensure timely financial reporting to the donor and manage/comply with scheduled receipt of funds.
7. Reconcile projects' expenditure and income with the hospital's finance department.
8. Prepare cash flow and income projections as requested.
9. Maintain proper filing of all individual projects ensuring complete financial and procurement documentation is up-to-date.
10. Manage project annual and end of projects external financial audits.
11. Manage a varied workload and work under pressure to meet strict guidelines and deadlines.
12. Manage the finances of different projects with different donors having various financial management systems and guidelines.
13. Provide general support to the project operations as required by the Projects Manager or the Department Director
14. Any other duties as required by the Department Director.

General Responsibilities:

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

Essential Requirements For The Post:

1. A minimum of 3 years' experience in projects financial management
2. Educated to a B.A degree level in Finance or Accounting
3. Prior experience in using accounting systems.
4. Proven experience in managing project budgets and other grant management activities.
5. Excellent analytical skills and ability to manage complex budgets.
6. Excellent written and communication skills in English and Arabic.
7. Good presentation and interpersonal skills.
8. Prior experience in the NGO sector as well as the community-based organisations.
9. Experience and understanding of working in partnerships and sensitivity to cultural norms.
10. Proficiency in MS Office Applications including Excel.
11. Ability to work as part of a team.
12. Willingness and ability to travel regularly in the area, and aboard, is essential.
13. Commitment to the values and principles of SJEHG.