

Finance Coordinator – Job Description

Job purpose

The Finance Coordinator supports the Finance Manager in ensuring effective financial control, accurate project financial reporting, and compliance with HAND's financial policies, donor requirements, and applicable procedures. The position provides technical coordination and guidance to Finance Officers, reviews financial transactions, payroll, payment documentation, and project financial reports, and ensures accurate budget allocation and financial coding.

Job responsibilities

1. Financial Review & Control

- Review procurement-related financial transactions and supporting documentation prior to payment.
- Review and validate Payment Orders before submission for final approval.
- Ensure accurate expense allocation in line with approved project budgets.
- Review administrative payroll inputs (timesheets, leave records) prior to payroll finalization.

2. Payroll & HR Coordination

- Review monthly payroll prepared by HR/Finance Officers prior to approval.
- Ensure salary slips and payroll documentation comply with internal policies and approval thresholds.

3. Project Financial Reporting

- Review and consolidate project financial reports prepared by Finance Officers.
- Ensure donor reports comply with budget lines, agreements, and reporting formats.
- Prepare consolidated financial reports for management review.

4. Communication & Coordination

- Provide guidance to Finance Officers on financial documentation requirements.
- Coordinate with the Accounting Coordinator to ensure consistency between accounting records and financial reports.
- Escalate complex compliance or financial risks to the Finance Manager.

5. Technical Supervision

- Guide Finance Officers on Budget vs. Actual (BVA) analysis and financial report preparation.
- Ensure accurate project coding, expense allocation, and donor compliance in all reports.

6. Compliance & Internal Control

- Ensure financial transactions and reports comply with the Finance Policy and donor regulations.
- Monitor and support the implementation of internal control procedures within finance operations.
- Support internal and external audit processes.

Qualifications and Experience

- Bachelor's degree in Finance, Accounting, Business Administration, Economics, or a related field.
- Minimum 4–5 years of relevant professional experience in finance, accounting, financial reporting, or financial coordination, preferably within an NGO/INGO environment.
- Demonstrated experience in project financial management, donor reporting, budget monitoring, and internal controls.
- Experience coordinating or providing technical guidance to finance staff is highly desirable.
- Experience with UN agencies/INGO financial requirements and audit processes is an advantage.

4. Skills

- Strong knowledge of donor reporting requirements (UN agencies, INGOs).
- Advanced Excel and financial reporting skills.
- Good understanding of procurement and payroll cycles.
- Excellent communication and coordination with finance teams and management.
- Detail-oriented with strong problem-solving skills focused on compliance

- You are kindly requested to submit your resume with the title in the subject line "Finance Coordinator" to the following email address: career.sy@hand.ngo

Applications without the subject name will not be considered.