



## **Senior Finance and Administration Officer Colombo, Sri Lanka**

\*Hiring for this position is contingent upon funding

### **ABOUT US:**

Founded in 1992, IWPR is an independent not-for profit organisation that works with media and civil society to promote positive change in conflict zones, closed societies, and countries in transition around the world. It has coordinating offices in the United States and the Netherlands, and a global headquarters in London. IWPR supports local reporters, citizen journalists and civil society activists in countries in conflict, crisis and transition around the world. It trains, mentors and provides platforms for professional and citizen reporters; builds up the institutional capacity of media and civic groups; and works with partners to remove barriers to free expression, robust public debate and citizen engagement. IWPR works on the ground in more than 20 countries.

### **BACKGROUND:**

The overall goal of the MEND activity is to improve citizen access to balanced, reliable, and objective news in Sri Lanka. This project will support Sri Lanka's efforts to solidify recent advances in media freedom and democratic governance. This will require working with media, journalists and editors, media-related commissions and agencies, and relevant organizations that support media, access to information, and media freedom.

The activity's primary objectives include:

- 1) Improved media governance and enabling environment;
- 2) Improved media capacity to provide balanced, informed, unbiased, and ethical reporting on key policy and public interest issues; and
- 3) Media serves as a forum for important national dialogues.

### **SUMMARY:**

The Senior Finance and Administration Officer will ensure effective and efficient financial management system compliance with all IWPR and donor financial and administrative requirements.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Provide financial systems are established/maintained to comply with appropriate policies. Ensure required process procedures and controls are implemented. Process salary payments, coordinate with HR, and ensure fringe benefits and salaries have been processed and paid accurately and in a timely manner. Assist in maintaining administrative, HR filing system. Monitor grant expenditures against budget. Assist in program development and proposal preparation as needed.

### **REQUIREMENTS:**

- Bachelor's Degree in accounting, finance, business administration or related field.
- Minimum 5 years experience managing finances for large NGO programs.
- Strong attention to detail.
- Strong knowledge of general bookkeeping and accounting rules and systems.

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- Knowledge of USAID policies and business practices
- Direct experience managing the finances and administration of a USAID-funded project required.
- Extensive experience with project financial management

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\*Principals only. No calls please. Women and minorities encouraged to apply. Only those who have been selected for interviews will be contacted. IWPR will never ask for payment for recruitment.