

# Vacancy Announcement

CENTRE ON  
HOUSING RIGHTS  
AND EVICTIONS



The Centre on Housing Rights and Evictions (COHRE) is an independent, non-governmental, not-for-profit human rights organisation established in 1994 in the Netherlands and now based in Geneva, Switzerland. We are one of the principal agencies focusing on the human right to housing and on forced evictions at the international level. We work closely with an extensive network of partner organisations and community activists around the world.

COHRE is currently looking for additional staff to fill the following position of:

## Finance Officer

Based in the office in Colombo, this role will manage programme and office finances according to donor budgets and accounting best practices and to ensure proper financial controls are in place and are followed.

### Responsibilities

1. Day to day book keeping for all office expenditures and preparation of accounts for audit.
2. Maintenance of proper records of all financial transactions for the office and its projects.
3. Financial reporting to relevant funding bodies, in consultation with COHRE SL Country Director and COHRE Finance Director.
4. Supporting programme and office budget development.
5. Administering the allocation of all office expenditure against programme budget lines, cash forecasting and providing reports on budget allocation as needed to Geneva.
6. Supporting and advising staff on programme budgets and ensuring that expenditures are coded according to internal and donor budgets. Ensuring that internal financial controls are followed.

7. Monthly financial reporting, according to agreed monthly deadlines, on COHRE SL projects to COHRE SL Country Director, COHRE SL project staff, COHRE Finance Director.
8. Ensuring financial systems and reporting meet statutory obligations in Sri Lanka.
9. Management of local payroll and submission of EPFT/ETF and PAYE returns to relevant authorities.
10. Keeping abreast and coordinating with finance personnel in other NGOs to share best practices and share initiatives.

### Qualifications:

- Degree level education
- Advanced accounting qualification

### Special Education/Experience or Other Requirements

- Extremely high level of attention to detail.
- Ability to meet regular deadlines.
- Ability to work unsupervised and for extended hours during key stages of the financial year (year end, audit and donor reporting).
- Previous relevant experience of multi-donor reporting, managing audit processes and ensuring statutory financial requirements are met.
- Responsible nature and able to recognise reasons for and strict adherence to issues of confidentiality with regard to financial and HR information.
- Ability to multi-task and plan work effectively to ensure deadlines are met.

**Commencement: October 2010**

**Salary/ benefits:** Negotiable

**Deadline for Submission: Monday the 30<sup>th</sup> of August 2010.**

Only short-listed candidates shall be contacted.

Handwritten/ typed cover letter including CV and **daytime telephone numbers** should be addressed to the **Country Director, COHRE.**

**The envelope and your application should be clearly marked with the post(s) for which you are applying.**

The Postal address of the COHRE head office is: **9/12 Cambridge Place, Colombo 07.**

Emailed applications to: [cohresrilanka@cohre.org](mailto:cohresrilanka@cohre.org)