

Oxfam works to introduce practical and innovative ways which help people to lift themselves out of poverty. We envision positive and lasting change for all citizens, especially women and vulnerable groups, so that they are empowered to live in dignity; free from injustice, poverty, and conflict. Oxfam's approach integrates long term economic development, humanitarian response, advocacy, and lobbying interventions to deliver the greatest impact.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness.

Oxfam is looking for a dedicated and highly motivated development professional, with a strong commitment to Oxfam's values and beliefs, to be part of the team in Sri Lanka

## FINANCE COORDINATOR

Location : Colombo

Contract : National, Fixed Term

Salary Orientation : LKR 141,422.00 gross per month

The Finance Coordinator, takes on the responsibility of financial reporting and monitoring of the SUNRISE Project and will implement and support wide range of finance and administrative initiatives under the SUNRISE Project in accordance with Oxfam's program management financial policies, procedures and codes of good practice. S/he will support the Finance Manager in the implementation of finance and program finance initiatives across Oxfam's Sri Lanka country program.

### What we are looking for:

- A full or part qualification being a degree or a professional level qualification in accounting/finance (CIMA /CA, CMA, ACCA) / from a reputable institute or professional accounting body.
- Minimum of 05 years demonstrated experience in a project based financial management role, preferably in the NGO sector.
- Proven experience in financial accounting, financial management with a good understanding of the application of SLAS.
- Proven experience in managing multi-donor funds and meeting reporting requirements
- Strong computer literacy, strong proven experience in computerized accounting packages & advance Excel Spreadsheets.
- Excellent financial analytical, advisory and planning skills.
- Comprehensive knowledge and experience of relevant areas of responsibility (financial and non-financial)
- Resourcefulness, proven interpersonal skills and the ability to work in a diverse environment with sensitivity and respect.
- Behave and demonstrates high level of courtesy, honesty, encourages openness and transparency.

### How to Apply

Refer to the complete Job Profile at <https://oxfam.box.com/v/Vacancy> before applying for the position.

If you believe you are the candidate we are looking for, please download and complete the 1.) **Vacancy Application Form** and submit along with 2) **a customized Cover Letter** and 3) **an updated/customized CV**, to [recruitment.lk@oxfam.org.au](mailto:recruitment.lk@oxfam.org.au)

To be eligible for the position, you must be a Sri Lankan national having legal rights to live and work in Sri Lanka. All offers of employment will be subject to satisfactory references and appropriate screenings, which includes criminal, terrorism and medical checks.

We offer: A comprehensive benefits package including superior annual and sick leave benefits, medical/accident insurance covers, opportunities for learning & development and a supportive workplace.

Oxfam is committed to prevent all types of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Therefore, all successful applicants will be required to sign Oxfam Employee Code of Conduct, Oxfam Child Safeguarding Code of Conduct and adhere to Oxfam Child Safeguarding Policy.

**Applications Closes: Monday 18 May 2020 at 5.00 p.m, Sri Lanka time**