


**AMNESTY INTERNATIONAL ITALY – JOB DESCRIPTION**

<p><b>Job title: Finance Senior Officer</b></p> <p><b>Purpose of the role</b> contributes to meaningfulness and timeliness of financial reporting and information and to a quality-based accounting work.</p>
<p><b>Department description:</b> we lead on financial sustainability and responsible and transparent management of economic resources for a mission-driven organization, to pursue human rights work across Italy.</p>
<p><b>Main functions</b> The role involves, but is not limited to, the following functions:</p> <ol style="list-style-type: none"> <li>1. Provides to Head of Finance Department short, medium and long-term financial information through the regular and timely reporting on key financial measures.</li> <li>2. Contributes to analysis, monitoring and reporting work on analytical accounting in order to ensure an effective financial control and financial accountability requirements.</li> <li>3. Supports with accounting work and financial information within agreed timelines and internal policies.</li> <li>4. Supports the Head of Finance Department by reviewing and updating financial elements for a Risk register and by contributing to reserves target levels setting in order to support financial risks monitoring and evaluation for the organization.</li> </ol>
<p><b>Main responsibilities</b> In collaboration with colleagues the holder of this position will have these responsibilities:</p> <ol style="list-style-type: none"> <li>1. Provides quarterly financial analysis and reports on accounting to Head of Finance Department to support effective decision making on resources and to assist the monitoring of organisational financial objectives.</li> <li>2. Collaborates to the timely and accurate production of periodic financial reports and commentary for budget holders.</li> <li>3. Works closely with Accounting Senior Officers for supporting development and delivery of accounting work and administrative practices, procedures and policies.</li> <li>4. Provides financial information for internal and external accountability requirements, in line with internal policies and standards and external accomplishments.</li> </ol>
<p><b>Budget responsibility:</b> No</p>
<p><b>Main relationships</b> Reports to: Head of Finance Department.</p> <p>Coordinate roles: interns</p> <p>Other key relationships: Liaises with colleagues from Planning and Evaluation, and Fundraising Department, and with internal and external auditors.</p>
<p><b>Organizational competencies</b></p>



The Competency Dictionary of Amnesty International Italy focusses on “how” we work rather than on “what” we do, by defining behaviours expected of a group of workers cooperating to achieve a common objective.

1. **Audacious and Rigorous:** we have a sense of hope, urgency, ambition and daring that drives us to take risks and to seek creative solutions. We aim to develop programmes that are effective and build confidence that our work is credible, politically astute and worth promoting.
2. **Agility and Responsibility:** we are nimble, flexible and creative in the face of challenge, we make speedy decisions and deliver quickly and effectively. We confidently and transparently assess our performance and proactively pursue a result-driven culture.
3. **Challenging and Respectful:** we support the right to challenge and are willing to question decisions, behaviours, and laws in the interest of achieving positive change externally and internally. We value the opinions, professional expertise and diversity.

#### **Technical knowledge**

1. Exceptional knowledge of economic and financial analysis and reporting.
2. Good knowledge of main financial and economic systems (accounting systems, high level use of Excel, reporting systems) and procedures.
3. Good knowledge of accounting principles and accounting work together with accomplishments for not for profit sector.

#### **Equality statement**

Equality and diversity are core values and staff are expected to work to promote a constructive and thoughtful approach to shape an organization where the work of others is enhanced and respected.

#### **Conflict of interest**

Any public or other activity, affiliation or support to groups, organizations, personal associations or any other factors which may generate a real or perceived conflict of interest with the principles of Amnesty International (specifically independence and impartiality), raise a security problem, or otherwise prevent the achievement of the set goals or the carrying out of assigned functions, must be indicated immediately.

**Date:** 25/08/2020

Giovanni Rufini  
Country Director

Signed and agree

*Any change, addition, omission or other alteration of the present Job Description will be made after contacting the worker and will be communicated by written notification.*