



Job Title: Finance Manager

Location: Yerevan, Armenia

Organization: OxYGen Foundation for Protection of Youth and Women's Rights

Contract Type: Full-time

Reports To: Executive Director

About OxYGen Foundation:

OxYGen Foundation is dedicated to advancing the rights of youth and women in Armenia through innovative programs and partnerships. We are seeking a Finance Manager to oversee financial management functions, ensuring compliance with internal policies, legal regulations, and donor requirements.

Key Responsibilities:

- Oversee the financial management of OxYGen, ensuring compliance with internal policies, local financial regulations, and donor requirements.
- Lead the budgeting process for both annual and project budgets, collaborating with program teams to ensure optimal resource allocation and financial forecasting.
- Present the annual budget and financial report to the board for approval. Provide regular financial updates, including budget tracking and cash flow, to the Board and management.
- Identify and manage financial risks, ensuring that appropriate mitigation strategies are in place and financial controls comply with legal, donor, and organizational requirements.
- Oversee the financial aspects of grants management, ensuring accurate budgeting, reporting, monitoring and compliance with donor requirements.
- Ensure the timely and accurate preparation and submission of donor financial reports, adhering to deadlines, formats, and donor compliance requirements.
- Submit local taxation reports in accordance with Armenian tax laws and ensure compliance with all local tax regulations.
- Ensure effective cash flow management by monitoring cash reserves, forecasting future cash needs, and ensuring adequate liquidity for operations.
- Monitor budgets and expenditures and provide regular updates to PMs.
- Lead the financial aspects of project audits, coordinating with auditors and internal teams, and implementing audit recommendations.
- Oversee the accuracy of financial transactions and ensure all entries are fully supported and compliant with internal policies.
- Manage month-end and year-end financial processes, including reconciliations, financial statement preparation, and reporting.
- Ensure all required financial documentation—such as invoices, contracts, and approvals—is in place and compliant with internal policies and local regulations.
- Manage OxYGen LLC accounting duties, ensuring accuracy and compliance with local financial regulations.
- Manage general ledger maintenance, journal entries, and account reconciliation.
- Ensure secure filing of all financial documentation, both physical and digital.
- Maintain and manage financial systems and procedures, conducting regular reviews to identify opportunities for improvement.

- Manage the HR function, including overseeing recruitment processes, implementing HR policies in compliance with legal regulations, maintaining accurate HR records and other tasks.

Qualifications:

- Bachelor's degree in finance, Accounting, or related fields. Master's degree or professional certifications (e.g., ACCA) are a plus.
- A minimum of 5 years of experience in financial management, ideally within NGOs or international organizations.
- Proven experience with budgeting, financial reporting, and donor compliance.
- Strong knowledge of local financial regulations and donor requirements.
- Excellent communication, leadership, and organizational skills.
- Proficiency in financial software such as Armenian Software and advanced Excel.
- Fluency in Armenian and English is required

How to Apply:

Please submit your CV and cover letter to recruitments@oxygenfund.am and vmirzakhanyan@oxygenfund.am by **17 October 2024** with the subject line: **Finance Manager Application - [Your Name]**. Only shortlisted candidates will be contacted.