



American Red Cross

INTERNATIONAL HUMANITARIAN ORGANIZATION

Requires an:

FINANCIAL ASSISTANT Local Staff in Colombian

Purpose:

The person responsible for the position supports the Administrative and Finance Area. This position will be in charge of having administrative and finance documentation in order, with accuracy and properly documented, will support finance with different tasks and responsibilities. The Financial Assistant manages and develops key tasks with emphasis on timely action and permanent tracking to the accomplishment of administrative-finance rules and procedures.

Requirements:

- Accountant, Business Administration or a similar career (Required)
- Experience of working for the Red Cross/Red Crescent (Preferred)
- 2 years of proven work experience for in the area of administrative-financial management (Required)
- Documented skills in computer applications Windows, Microsoft Office (Word, Excel, Power Point) and Internet (Required)
- Knowledge in the management of accounting systems (Desirable)
- English proficiency Berlitz 6 (Required)
- Immediate availability and full time work
- Availability to travel 50% of the work time, domestic and international travels (Mandatory)
- Have schedule flexibility (Required)
- Updated USA Visa (Desirable)
- Updated driver license (Desirable)
- Knowledge of the Colombian labor law (Desirable)
- Knowledge in the management of petty cash and inventories (Required)
- Skills and Leadership Development Course (DHL), (Desirable)

Competencies:

- Good interpersonal relationship in the labor environment
- Capacity to work under pressure
- Capacity to work in a multicultural environment
- Compromise
- Flexibility
- Ability to learn
- Initiative and integrity
- Capacity to communicate orally and written in Spanish and English
- Orientation to give a good service to internal and external customers
- Responsible and capacity for team work

Curriculum Vitae will be received until **Friday 28th of Septiembre 2018**
It is necessary to indicate 3 job references, a coverage page and CV

The information must be send to the following e-mail:

hr@amcross.org indicating as subject
FINAN-ASSIST COLOMB