

Terms of Reference

Financial Officer

Position description	
Function	Financial Officer
Location	Dohuk, Iraq
Starting date	As soon as possible (ideally no later than 1 st of August 2025)
Background of the SDLG Programme	<p>The assignment will be part of the larger five-year umbrella program and partnership agreement between VNG International and the Dutch Ministry of Foreign Affairs called 'Sustainable Development through improved Local Governance' (SDLG).</p> <p>The partnership builds on previous concrete results from the project that VNG International has implemented for the Ministry (LoGoReP II). VNG International has crafted local peace treaties that opened up the road to economic recovery and increased the self-reliance of local governments by raising their revenue from local taxes. It has assisted cities to get a grip on their services and environment and has designed and supported reforms creating space for democratic and participatory practice.</p> <p>It has done so in situations in which local governments were part of the solution but also allied with civil society in cases local governments were part of the problem. Often, Dutch municipalities have been partners or agreed to assign experts to these endeavors.</p> <p>The Ministry and VNG International have agreed to bundle this work into one program with the idea that more of the effort will go to results and less to administration. More of the conversation will be about policy and priorities, less about the process.</p> <p>Thematically, the program focuses on 4 thematic priorities, while geographically it is currently spread over 14 countries.</p>
Aim of this assignment	<p>The Financial Officer will follow the SDLG financial procedures and compiles all financial and accounting-related documents while bearing responsibility for adequate financial reporting on the VNG International SDLG finances and the VNG International Iraq office accounting to the VNG International financial controller for SDLG Iraq and the SDLG Iraq Project Manager in The Hague and the VNG International Duhok Country Representative.</p> <p>The assignment also includes providing support in all financial procedures related to the procurement carried out for SDLG by VNG International.</p>
Key Responsibilities	<p>More specifically, the key responsibilities of the Financial Officer include:</p> <ol style="list-style-type: none"> 1) Receive/Review and approve financial accounting documents to facilitate the financial operations of payments, payroll, billings, banking, and bookkeeping to comply with international accounting, professional standards, and budget & cost control procedures in order to meet related auditing requirements and local laws.

	<ol style="list-style-type: none"> 2) Be responsible for maintaining and updating proper financial documents of the VNG International Iraq office in compliance with the SDLG project's requirements. 3) Be responsible for the correct entry of details into manual and computerized financial accounting systems to facilitate further action and comply with audit trail requirements. 4) Assist the Country Director and the Project Manager in analyzing financial information and in recommending/developing efficient use of resources and procedures to maintain solutions to business, financial problems, and accounting systems. 5) Act as a resource to the VNG international Iraq and SDLG team on relevant financial and administrative issues including co-financing, exchange rates, donor compliance, and partner management to help them anticipate and resolve problems that may arise. 6) Support in financial planning. 7) Prepare all documents related to income tax, social security, sales tax, etc. as per local instructions and regulations, including reviews of payments and reconciliations. 8) Assist in the annual organizational audit process of VNG International Iraq 9) Ensure that recommendations of audits concerning financial functions are implemented effectively and efficiently, and prepare financial progress reports on implementation periodically. 10) Participate in Procurement Committees for all VNG International, as required by the Dutch municipalities; 11) Carries out any activities required by and necessary for VNG International – under the supervision and in close consultation with the VNG Iraq General Manager and VNG International's Project Manager.
Outputs / Deliverables	The Financial Officer will provide monthly, quarterly, and annual financial reports for the VNG International Iraq activities under SDLG, as well as prepare the annual organizational audit and related financial report for VNGI Iraq.
Reporting requirements	The Financial Officer will work in close collaboration with the Project Officer, and the VNG International Project Manager to ensure coordination of the activities. On the basis of templates provided by VNG International, the Financial Officer will draft monthly, quarterly, and annual financial reports.
Minimum qualifications	<p>The minimum qualifications and skills of the Financial Officer are:</p> <ol style="list-style-type: none"> 1. Education <ul style="list-style-type: none"> • Relevant completed university background (e.g. Accounting, Finance, Public or Business Administration). 2. Professional Experience <ul style="list-style-type: none"> • Minimum 2 years of experience with financial office management • Proven working experience with procurement procedures • Working experience with or within a local/regional government is an asset • Knowledge of the local context. • Proficient in English.

- Proficient in Arabic and Kurdish is preferred.

Terms and Conditions

Period of the assignment	<ul style="list-style-type: none"> • From 1 August 2025 (negotiable) until 31 December 2026. The position is full-time. The Financial Officer is contracted per year. A 3 months probation period will be part of the assignment, the contract will be signed based on satisfactory performance.
Location of the Assignment	The Financial Officer will be based in Dohuk (VNG International office in Dohuk).
Relevant contact details	<p>VNG Iraq Country Director, Rawshan Atrooshi, E: rawshan.atrooshi@vng.nl M: +9647504687218</p> <p>VNG Project Manager, Yvonne Kraak, E: Yvonne.kraak@vng.nl VNG Financial Controller, Marsia Prast, E: Marsia.Prast@vng.nl VNG Junior Project Manager, Floor Steenkamp, E: Floor.Steenkamp@vng.nl</p>
How to apply?	<p>Please send your updated CV and cover letter to Rawshan Atrooshi (rawshan.atrooshi@vng.nl) and Floor Steenkamp (Floor.Steenkamp@vng.nl) with 'Financial Officer SDLG Iraq' in the subject.</p> <p>For questions regarding the function, feel free to reach out to Floor Steenkamp.</p> <p>Timeline:</p> <ul style="list-style-type: none"> • Deadline applications: 18.00h CET 15 June 2025 • First round of interviews scheduled: 16 – 26 June 2025 • Selected candidate informed: After 30 June 2025 • Starting date: 1st of August (or earlier pending availability of selected candidate)