



International
Commission
of Jurists

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JOB DESCRIPTION

Job title:	Finance Officer
Work place:	Tunis, Tunisia
Activity rate:	Full time
Direct Superior: Name, Function	Middle East and North Africa Programme Director
Subordinate staff:	No

JOB OBJECTIVE:

To provide finance and accounting support to all projects implemented through the Tunis office, including ensuring compliance with ICJ's financial procedures and reporting standards.

RESPONSIBILITIES

- Ensure accuracy and conformity of accounting documents and process accounting entries;
- Assist in the project and organizational financial audits;
- Administer all payments/bills of the Tunis office and see to the payment of invoices required for the implementation of project activities;
- Perform internal cost analyses, monthly and annual closing;
- Draft budgets for project proposals for the MENA Programme, and track monthly expenditure against the different project budgets;
- Prepare internal and external financial reports;
- Administer and prepare the office-petty cash, regular payments, advances and reimbursements;
- Ensure compliance with internal, Tunisian and donors' financial, accounting and financial reporting requirements;
- Participate in the implementation of Internal Control System and elaboration of financial control tools;
- Maintain up to date all matters related to ICJ Tunis office registration;
- Assist in the organisation of events and other activities related to the programme, especially when taking place in Tunisia;
- Provide administrative support to the employment of staff and interns, including assisting them in the visa and work permit procedure;
- Assist the Human Resources Team in Geneva in coordinating the administration of personnel with local authorities;
- Act as a focal point with the bank, estate agent/landlord and other service providers;

- Undertake other relevant responsibilities as requested by the MENA Programme Director.

PROFILE

Education:	Degree in Business Administration, Accounting, Finance or similar field
Work experience:	Five years of professional experience in finance and accounting in Tunisia. Experience in an civil society association, and/or in an international context an asset
Language skills:	Spoken & written fluency in English and Arabic
Computer skills	Proficient in the use of Microsoft office, particularly Excel. Knowledge of accounting software (such as SAGE X3) an asset
Other competencies	Good knowledge of financial rules, regulations and legislation in Tunisia; Strong organizational and analytical skills; Rigorous, attention to detail and accuracy; Ability to work independently as well as a good team player with excellent interpersonal and communication skills; Ability to work under pressure and to adapt to changing priorities and needs; Commitment to human rights and the rule of law.

AKNOWLEDGED

Date:	
Signature Job holder:	
Signature Direct Superior:	
Signature HRO:	