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| Le logo Humanité et Inclusion représente une main ou un sourire, construit avec les initiales H et I. | Finance Officer  |

### General Mission

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| Under the responsibility of the Finance/HR Manager of the Tunisia Mission, the Finance and HR Officer of the WODAD project [Maghreb PROGRAM] contributes to the implementation of the administrative, HR and Finance strategy of the project. He/she works closely with the project's operational and support team. |

###  Missions / responsibilities (\*)

Under the responsibility of the Manager of the Tunisia Mission, the Project Finance Officer contributes to the achievement of the expected results of the Women's Development and Action on Disability project by ensuring the following responsibilities

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| 1. **Administrative Management of the Project Staff**

- Ensure that HR processes are implemented respectfully at the project level by all departments and support managers in their role in respecting the HR cycle (recruitment, on-boarding, performance evaluation, identification of training needs, training planning, disciplinary actions, etc.).- Ensure that all actions taken at the project level are in line with the country legal framework and HI internal policies and regulations. **2. Treasury / Accounting / Financial Management** - Manage the project's cash flow and ensure that banks and cash boxes are supplied according to the project's needs.- Prepare the monthly closing, review and integrity of the project accounts- Participate in audits or any control issued by partners or headquarters, at the project level- Prepare the monthly cash flow forecast for the project and submit it to the coordination for approval- Monitor payment deadlines for contracts managed by line managers.- Responsible for verifying the basic accounting (descriptions, accounting codes, financial lines) based on the allocation table shared by the coordination.- Prior to recording, verifies that the supporting documents comply with Handicap International procedures. - Record budget allocations and accounting codes for expenses - Translate accounting documents if necessary to English? - Regularly check cash balances and report any anomalies to the Finance and HR Manager of the Mission- Archive physical and accounting documents according to HI procedures after final verification of receipts, etc.-Prepare interim and final project financial reports by coordinating with the operations team to ensure consistency with narrative reports and communicate to the Finance/HR Manager for validation **3. Administrative follow-up / Archiving**- Monitor the application of administrative rules and procedures at the base level.- Ensure compliance with the administrative calendar,- Ensure the completion of paper and digital archiving, as well as the securing of financial and HR documents at the base and ensure their regular backup. **4. Implementation & Follow-up of the HR internal Practices** - Define the administrative staffing needs of the project, propose the necessary adjustments to the organization of the team and recruit according to the allocated resources.- Ensure strict application and compliance of internal rules by staff under your supervision, take disciplinary action, if necessary, in accordance with internal policy/processes.- Plan and direct the activities of the administrative team- Lead administrative team meetings- Ensure conflict resolution within the project team |

**Qualifications:**

- Holder of a higher education degree (finance, accounting, management...) Bac+ 4 minimum

- Experience in a non-governmental organization is desirable

**Technical skills:**

- Ability to prepare tables in Excel

- Ability to write letters and reports

- Good knowledge of Word, Excel, Outlook and Powerpoint7

- Fluency in English is mandatory

**Transversal skills:**

- Ability to be thorough

- Organizational skills and attention to detail

- Ability to multi-task and meet deadlines

- Ability to work well in a team environment

- Demonstrate discretion

- Ability to adapt and be flexible

- Maintain confidentiality of information

- Ability to communicate explicitly

- Good collaborative skills and diplomacy

Handicap International does not discriminate in hiring and strongly encourages people with disabilities to apply.

HI promotes and defends the principles of equal opportunity and its policies (SADC, Child Protection, etc.). HI has a zero tolerance approach to any harm or exploitation of a vulnerable adult or child by any of our employees, representatives or partners.

Recruitment for all HI positions includes criminal record checks and the collection of relevant references.

 The protection of our beneficiaries is our top priority in everything we do.

Level of position status regarding safeguarding policies = Level 3 (high).

The successful candidate will be required to provide Criminal Record Bulletin #3.

Signature of Employee

Signature of Line Manager