**Job Description**

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| **Position** | Finance and Accounting officer  | **Starting Date** | ASAP |
| **Reference of the offer** | *Ref 04-2023* | **Publication Date** | 06/02/2023 |
| **Location** | Tunis | **Type of contract** | CDD |
| **Duration** | 3 Months | **Security Level** | Cf SoP  |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, ACTED has been committed to immediate. humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org) |

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| **Context of the position and key challenges** |
| The Finance Officer oversees the accounting of Libya and Tunisia and the financial follow-up of the projects that ACTED implements in the region. |

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| **Key roles and responsibilities**  |
| **GENERAL OBJECTIVES*** Respect existing financial procedures and send all accounting documents to the Country Office;
* Follow up on the financial indicators of ACTED's projects;
* Help the Country Office to have a clear vision of the financial situation of the zone.

**GENERAL RESPONSABILITIES**The Finance Officer is responsible for the accuracy and fairness of ACTED Tunisia and Libya accounts.**SPECIFIC RESPONSABILITIES****Accounting management on SAGA:*** SAGA software parameterization including cash and bank books, financing sheets, third party codes and exchange rates, etc.
* Receipt of Excel cash and bank books for the capital and for the bases
* Receipt and verification of SAGA cash and bank books for the bases
* Receipt and verification of extra-accounting entries from Paris (NLE)
* Receipt, sending and verification of extra-accounting entries from other ACTED countries (X-NLE)
* Verification of labels, accounting codes and third-party codes in the Excel or SAGA cash and bank books of the capital and the bases
* Integration and consolidation in SAGA of the books from capital and bases and extra-accounting entries
* Integration and consolidation in SAGA of extra-accounting entries
* Verification of the reconciliation of flows (staff advances, supplier advances, transfers, and guarantees, lease-purchase, etc.)
* Matching of flows in SAGA

**Monthly accounting closure:*** Set up and communicate to the capital and the bases the monthly accounting closing schedule and monitor compliance with the deadlines set;
* Updating of a cashflow monitoring tool;
* Update of a tool for monitoring donor expenditures and payments;
* Consolidation of internal reporting tools related to the monthly, bi-annual and annual closing (PRATIC and related documents);
* Consolidation of Tunis reconciliation statements (banks, UNHAS, etc.)

Review of the reconciliation statements of the bases;**Budget control:*** Responsible of ACTED Libya and Tunisia accountings;
* Follow-up of financial and accounting procedures in the ACTED Libya and Tunisia mission;
* Responsible for the efficient flow of financial and accounting information with the Country Finance Manager;
* Financial responsibility of the projects in the area.

**Cost control:*** Ensure that the zone's current costs do not exceed standard norms;
* Ensure that all expenses are allocated to projects unless approved by the Country Finance Manager.
* Update of the contracts follow up tool on a rolling basis

**Administration:*** Preparation of salary and wage expense sheets;
* Review of the follow-up of the consolidated advances;
* Debt follow up tool consolidation;

**Internal control:*** Monthly review of the procurement files of Tunis and the bases and alignment with the accounting department;
* Support to the management of ACTED's FLAT;

Responsible for the recovery of the archives of the bases and the archiving of Libya**Position among the team:**Under authority of:ACTED Country Finance Manager and the Finance Manager/ Act as interim cashier during his absence. |

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| **Required qualifications and technical expertise** |
| * Bachelor’s degree in Accounting, Finance, or any related field.
* 2-3 years of experience in an audit/accounting/finance role with NGO
* Strong MS excel skills and familiarity with MS office basic functions.
* Good verbal and written English skills.
* Excellent interpersonal and communication skills.
* Basic understanding of paper-based documentation review.
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| **Conditions** |
| * Job Title: Finance and Accounting Officer
* Duty Station: Tunis, Tunisia
* Under the Supervision of: Country Finance Manager
* Working Hours: Full- Time Position -40h per week
* Type of contract: Fixed Term Contract, 3 months
* Estimated Start date: As Soon As Possible.
* Salary: Salary defined by the ACTED salary grid based on level of education, expertise and level of experience.
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| **How to apply** |
| Applications must be submitted in English, attached with a CV, a cover letter and three references. The application form is attached and to be filled from the candidate.Please send your application until the [19th of February2023] to the following address email : tunis.jobs@acted.org |
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