**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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