**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | Finance officer | **Starting Date** | ASAP |
| **Reference of the offer** | [To define] | **Publication Date** | 14/03/2023 |
| **Location** | Tunis | **Type of contract** | CDD |
| **Duration** | 6 months renewable | **Security Level** | Cf SoP |

|  |
| --- |
| **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) |

|  |
| --- |
| **Context of the position and key challenges** |
| In response to the Humanitarian situation in Libya, Acted recruits |

|  |
| --- |
| **Key roles and responsibilities** |
| Under the authority of the Country Finance Manager (CFM), the Finance Officer (FO) will be in charge of  supporting the Country Finance Manager in his/her functions. More specifically, s/he will be in charge of the  implementation and follow-up of financial management and control tools. S/he will also be in charge of training of  the Finance Team.   1. **Budget preparation and contractual review**   a. Upon request of the CFM prepare budgets by gathering information from the relevant departments to  consolidate budgets for project proposals according to project/mission needs and donor constraints;  propose sufficient programme and support budgets including mission’s investment plans in close link with  country coordination. Ensure the financial feasibility of projects, respecting Acted and donors rules and  deadlines  b. Whenever a new contract from a donor is received prepare a contract sheet clarifying all the financial rules  applicable for the CFM validation (eligibility, flexibility, etc.), link it to the MIAOUH plan  c. Before Acted signs an agreement with an Implementing Partner:  ▪ support the IP Due Diligence Assessment Framework consolidation process  ▪ Support the CFM in preparing the MoU (in line with the MIAOUH plan)   1. **Implementation and Follow-Up of Financial tools**    1. **Monthly TITANIC consolidation and review**   a. Accounting Flows (by the 15th of each month and upon request): support the PRATIC consolidation  process and review  - Check that the cash and bank balances in SAGA match the cashbook and the physical cash in the  safe/bank statement. In case of discrepancy, identify the reasons of the gap and correct it  - Check that the flows are well cross-referenced and lettered  - Check the level of open advances and loans and evaluate the financial risk for Acted, if any  - Crosscheck the Inforeuro Exchange rates table with Saga  - Analyse the exchange rate gains or loss, conduct bank surveys upon CFM request to optimize  the changes operations  - Make sure that the financial information in the exit forms whenever a staff is leaving the  organization is matching the accounting data (SAGA) and that the advances are closed at least 5  days before the staff is leaving the organization.  b. Cost Analysis (between the 10th and 15th of each month and upon request)  - Update the Running Costs follow-up tool and conduct market surveys upon request of the CFM  - Update the Allocation Tables ( monthly and upon new contract signature as well)  - Update the ACT follow-up tool and suggest potential reallocations to the CFM  - Upon request, present a cost analysis of the mission to CFM and CD to support the decision  making process  c. Allocations (between the 10th and 15th of each month and upon request)  - Follow up of Acted’s resources allocation per project at country level  - Upon request, present a memo on the mission’s resources allocations to the CFM  d. Budget Control and Funding Structure (between the 10th and 15th of each month and upon request)  - Update the monthly BFU, CFU, DFU and share them with the CFM for validation  - Provide an analysis of Acted resources to be funded on new proposal  - Identify funding gaps and risks  e. Staff salary payement preparation (between the 25th and 30th of each month)  Ensure the consistency between financial data between the Staff Follow-Up table, the staff  allocation tables and SAGA. Inform the CFM of any discrepancies.   * 1. **Financial Reporting preparation and support**   - By the 5th of each month, control that the financial information from the bases is accurate,  complete and submitted on time for monthly and yearly closures  - Ensure the preparation of Financial Reports to donors, crosscheck allocation tables with the  financial reports and update the allocation tables accordingly, if needed  - Plan, consolidate, draft & crosscheck with Project Develoment Departement (PDD) financial  reports when required (ad’hoc, interim and final), respecting contractual deadlines and rules  such as flexibility, eligibility and liquidation period, etc.;  - Follow-up payments from donors and financial project close-out (contract liquidation).  - Ensure the review and control of partners’ financial reports and documentation  - For each partner’s report received, check the physical documentation and its consistency with  the partner’s ledger, check the expenses allocations  - Check that the partner’s expenses are correctly recorded in SAGA   1. **Participation to the Midyear and Annual Accounting Closures process**   - Under the supervision of the CFM, support the preparation of the V1 Closure (PRATIC: Cleaning  and lettering of advances, transfers, changes, checking of local instalments) to ensure that flows  are closed in a timely manner;  - Under the supervision of the CFM, support the preparation of the V2 Closure (ATROCE: Final  reports, SAGA allocations checking, reallocations, instalments from donors and cash tracking,  ACT review) to ensure a smooth freezing of the accounts.   1. **Training and Capacity Building**   - Ensure training of capital and base finance staff on Acted FLAT Procedures and tools  - Support the finance and administration teams in the mastering of financial documents,  accounting software SAGA:  ▪ Contribute to the global efficiency enhancement of the teams  ▪ Perform trainings on financial management to local partners |
| **Required qualifications and technical expertise** |
| Bachelor’s degree in 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. |

|  |
| --- |
| **Conditions** |
|  |

|  |
| --- |
| **How to apply** |
| Applications must be submitted in *English*, attached with a CV, a cover letter and three references. The application form is available here: Asap  Please send your application until the *09/12/2024* to the following addresses:   * by e-mail: [Tunis.jobs@acted.org](mailto:Tunis.jobs@acted.org).   For any further information, please contact ACTED[***Tunis.jobs@acted.org***](mailto:Tunis.jobs@acted.org). |
|  |