

### Vacancy announcement

|                          |  |                            |              |
|--------------------------|--|----------------------------|--------------|
| <b>Position</b>          | <b>Country Finance Volunteer</b>               | <b>Starting date</b>       | ASAP         |
| <b>Location</b>          | Tunis, Tunisia (to work on our Libyan mission) | <b>Type of contract</b>    | Volunteering |
| <b>Contract duration</b> | 6 months                                       | <b>Security Risk Level</b> | Calm (1/4)   |

### 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 endeavors 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 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

ACTED has been programming in Libya since March 2011, initially focusing on responding to the humanitarian crisis in the wake of the conflict and on providing vital humanitarian assistance to displaced and vulnerable populations. During this period ACTED utilized its assessment and mapping capabilities to help coordinate and provide information for the humanitarian response and reconstruction of the country.

In 2019, ACTED in Libya implements a two-fold approach addressing humanitarian needs through life-saving assistance for the most vulnerable, while supporting the recovery and development of conflict-affected communities. ACTED provides assistance through cash-based interventions and protection response – community and household level monitoring, referral system, and a helpline – to mitigate the impact of the protracted humanitarian crisis.

ACTED further works towards community

stabilization by implementing Quick Impact Projects (QIPs) and infrastructure rehabilitation to strengthen social cohesion, improve service delivery and meet urgent infrastructure needs within the communities.

ACTED also supports local actors, mainly civil society organizations, through capacity-building and financial support. In 2019, ACTED has supported 45+ CSOs in playing an active role in emergency responses and development efforts in their communities.

### Key roles and responsibilities

#### 1. Contribute to ACTED Compliance and Accountability

- Provide support to the Finance Officer on controlling the compliance of the ACTED documentation by checking the accuracy, exhaustiveness and consistency of the information contained in these documents in line with ACTED and donors' procedures for both capital and field expenses (scope to be determined by the CFM/CD); and provide discrepancies' consolidated reports to the Country Finance Manager.
- Support the Finance Officer in checking partners' financial transactions and ensure correct allocations to respective budget lines through a check list; upon request, travel to the field and physically conduct a random sample of partners' vouchers and ensure the financial transactions meet donor requirements
- Suggest update and improvement of ACTED's procedures in link with the CFM;
- Support to external audits preparation.

#### 2. Control of Monthly Internal Reporting tools

##### 2.1 Accounting (PRATIC) review – between the 10th and the 15th

Check that :

- the financial flows are lettered on a monthly basis in SAGA
- flows cross-countries (including HQ) are well cross-referenced before local salaries payments
- the Monthly InforEuro exchange rate table with the exchange rates entered in SAGA

##### 2.2 Finance TITANIC review – between the 10th and the 15th

- Crosscheck SAGA and Allocation Tables: in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer to correct data in SAGA or Allocation Tables;
- Crosscheck the Allocation Tables and the monthly forecasts in the Budget Follow Ups (BFUs): in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer;
- Crosscheck the consistency of data between SAGA, BFUs, CFU and DFU;
- Crosscheck the Red Cell Game with the physical vouchers received at Country Office Level;
- Crosscheck the Cofounding Follow-Up is in line with the BFUs (including a cofounding section);
- Review the monthly ATROCE: general information, template, projects data, amounts reported and instalments received (both at field and HQ level)
- Fill the TITANIC follow-up

##### 2.3 Cost Control – between the 10th and the 15th

- Detect possible variances on the Monthly Running Cost Follow-Up and inform CFM accordingly (through a memo);
- Upon request of the CFM, conduct market surveys;
- Prepare a monthly Finance Control Report

#### 2.4 HR TITANIC – between the 25th and the 30th

- Cross-check the consistency of the analytical allocation between the Allocation Tables, the Staff Data base and the HR TITANIC.

### 3. Provide support to the daily tasks:

- Preparation of Budgets
- Draft of Financial Sheets
- Preparation of Financial Reports
- Midyear and Annual Accounting Closure
- Archiving

### Required qualifications and technical competencies

Msc in Administration, Business Management or equivalent.

Finance and accounting skills required

Willingness to undertake serious responsibility and manage stress efficiently

Excellent communication skills, including advanced written and oral English

### Conditions

Field Volunteer benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Psychological assistance
- 2.08 paid leaves per month + extra days (varying amount depending on the mission)

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: CFV/LIB**