

## Vacancy announcement

<b>Position</b>	<b>Finance and HR/Admin Manager</b>	<b>Starting date</b>	April 2023
<b>Location</b>	Sanaa, Yemen	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	Very Risky (4/4)

### 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 and 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 present in Yemen since 2012 with a coordination office in Sanaa, and 6 area offices in Aden, Al Dhalee, Marib, Saadah, Dhamar, and Al Hudaydah. ACTED currently intervenes in 8 governorates (Aden, Al Dhalee, Al Hudaydah, Abyan, Marib, Raymah, Saadah, and Dhamar). Key areas of intervention focus on providing emergency response, Durable Solutions, and sustainable development depending on each governorate's unique circumstances. ACTED achieves these goals by focusing on several key sectors, namely: WASH, Food Security and Livelihoods, Sustainable Agriculture, Camp Coordination and Camp Management (CCCM), Infrastructure Rehabilitation, Economic Recovery, Capacity-Building of Local Civil Service Organizations, and Cash & Voucher Programs. ACTED is a proud member of the Cash Consortium of Yemen (CCY), Yemen Displacement Response (YDR) consortium, and recently led a flagship consortium project focused on developing Pathways to Durable Solutions for IDPs in Yemen.

Prior to the commencement of conflict in Yemen in 2015, ACTED focused more heavily on development projects (infrastructure, sustainable WASH, etc.), whereas the needs began to shift towards emergency response programming as the situation evolved. In response, ACTED has adapted its programming to best suit the needs of each governorate, whether that be emergency response, sustainable development, or through a hybrid approach.

### Key roles and responsibilities

The Country Finance and HR/Admin Manager (CFHM) is a key member of the Management Team at country level. He/she will be responsible for ACTED financial and HR management in-country under the authority of the Country Director and Finance & Administrative Director in HQ. The CFHM ensures that national legislation is adhered to, and that ACTED's financial and HR/admin standards are applied in terms of accounting, financial control systems, internal / external reporting processes, labor law and legal framework in order to ensure an efficient use of resources. He/She leads, provides technical support and capacity building to the country finance and HR/administrative staff. The CFHM shall alert the Country Director and Finance Director in case some major problems arise with a potential financial or legal impact on the mission.

#### 1. Accounting and treasury Management

##### 1.1 **Accounting management** – supervise the accounting cycle for the mission

- a.** Ensure timely and accurate data entries in cashbook, bankbook and SAGA following the standard descriptions defined in ACTED's Global Finance Procedure Manual;
- b.** Verify and coordinate the monthly compilation accounts from each area;
- c.** Supervise cash and bank balance checking process when closing the monthly accounts;
- d.** Communicate accounts on a monthly basis to HQ, respecting SAGA procedures and deadlines in line with the monthly accounting schedule as per ACTED's Finance Procedures;
- a.** Manage the presentation, circulation, filing of vouchers and archiving of accounting and financial documents in compliance with FLAT and Finance procedures (maintain an up-to-date filing follow-up: A8.01\_Red Cell Game); Review on a random basis quality and compliance of documentation from areas when centralizing;
- e.** Supervise the Yearly and Midyear Accounting Closures for both General and Analytical Accountancy aspects (V1 and V2).

##### 1.2 **Treasury management** – ensure a controlled and smooth cash management

- a. Ensure justified bank selection process, open/close bank accounts under the authority of the CEO;
- b. Oversee the management of bank accounts: control, follow and make sure flows are properly lettered (advances, transfers, etc.), check balances and justifications, authorised visas; Report to HQ through the flows reporting tool A1\_PRATIC;
- c. Supervise the management of safes and cash: available amount, balance checks, security instructions;
- d. Assess monthly cash-flow needs for projects and areas, fill and share the form A4.01\_Cash Request on the 15<sup>th</sup> of each month;
- e. Manage money transfers, areas cash-supply and amounts in circulation, whilst defining payment procedures (bank transfer, cheque, cash etc.);
- f. Make sure donors are invoiced on time and report it through the tool A4.04\_ATROCE, comply with good practices described in the Money In Acted HOUse Plan (MIAHOU).

## 2. Commitment of expenditures, budget control, & Financial Management

### 2.1 **Commitment of expenditure** – guaranty budget availability and compliance to ACTED and donor's procedures before releasing payments:

- a. Collect visas of authorised staff members, set-up commitment ceiling in local currencies, define methods and timescales for payment;
- b. Before commitment / payment of any expenditure, check authorization levels, budget availability, budget line on which the expense is to be allocated to, ensuring full compliance with ACTED and donors procedures:
  - In close coordination with the Country Logistics Manager (CLM) or equivalent, negotiate terms of contracts including payment schedule & taxes obligations; ensure that procurement procedures are adhered to; Follow-up commitments and payments through the tool A7.02\_Contract Follow-Up (CFU); Ensure financial, compliance & budget control points during Purchase Committee meetings; review coherence between orders, quotations/offers, purchase orders, call for tender documentation, procurement memo, contract, invoices, receipts, works/services completion certificates; Check the receiver's ability to endorse payment;
  - In close coordination with the Admin Team, ensure that staff contracts are in line with ACTED standard salary grid, available budgets and regulations; propose salary grids revisions based on benchmarks, national legislation and budget constraint; review and validate the payroll on the 25<sup>th</sup> of each month;
  - Validate partner's accounting and documentation accuracy and compliance before payment.

### 2.2 **Project budget follow-up, mission's cost control, internal & external audits** – anticipate and mitigate financial risks ensuring operations are run in a compliant and cost-efficient manner

- a. Lead Budget Follow-Up (A7.01) and Allocation Tables (A5) consolidation process;
- b. Analyse/report gaps between planned budgets and actual expenses; comply to the flexibility rule;
- c. Anticipate financial risks, present budget updates and mitigation plans during FLAT meetings;
- d. Analyse and report monthly running costs, fleet and communication of each area (A6.01-04)
- e. Prevent and report any financial and operational loss (A6.01 ACT follow-up);
- f. Submit to HQ all the annexes of the internal financial follow-up reporting tool (TITANIC) by the 15th of each month;
- g. Follow-up Exit Forms for international staff and make sure they are sent to HQ once validated;
- h. Take the lead on external audit preparation in support to the country compliance teams if any; Contribute to opening/closeout meetings, responses to audit reports, recommendations' implementation plans.

## 3. Project financial cycle management

### 3.1 **Develop project budgets and reports** – ensure the financial feasibility of projects, respecting ACTED and donors' rules and deadlines

- a. Gather 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;
- b. Review and negotiate terms of grant contracts before signature (payment & financial reporting schedule, use of HQ cash-pooling system, etc.);
- c. Plan, consolidate, draft & crosscheck with Project Development Department (PDD) financial reports when required (ad'hoc, interim and final), respecting contractual deadlines and rules such as flexibility, eligibility and liquidation period, etc.;
- d. Follow-up payments from donors and financial project close-out (contract liquidation).

## 4. HR and Admin Management

- e. Controibute to HR policy developemmtmtn and initiaitves by assisting to generate and maintaining data onm trends, risks and opportunities and sharing local HR best practices.

- f. Communicate HR policy changes and new HR initiatives to management and staff, providing guidance as needed.
- g. Encourage line management responsibility for implementation of HR policies and effective team management, providing guidance and coaching as needed. Foster the relationship between supervisors and personnel encouraging dialogue and two-way constructive feedback.
- h. Implement talent acquisition activities in line with ACTED's policies and processes covering Recruitment, Onboarding, Performance Management, Learning and Development, Salary and Benefit administration, Contract Administration, Succession Planning and Out-processing.

#### 5. Team leadership & other tasks

- a. Update the organization chart and ToRs of the finance and HR/administration departments according to the mission development;
- b. Oversee the team, plan & conduct finance and HR/admin staff recruitments, undertake appraisals, follow career management, identify staff with potential and contribute to ACTED internal mobility policy; Ensure training and capacity building for finance team members of ACTED and Partners in order to increase the level of technical ability and skills;
- c. Actively promote strong & structured articulations with all teams (Logistics & PDD in particular); Represent ACTED with relevant finance & HR/admin networks at country level;
- d. Improve information flows within the department and with other departments;
- e. Plan field monitoring missions;
- f. Perform any other related activities as assigned by immediate supervisor.

#### Required qualifications and technical competencies

- Master's degree in a relevant field
- Excellent analytical skills
- 3 years of experience in AME
- Excellent communication and drafting skills for effective reporting on program financial performance
- Ability to monitor and evaluate financial and monitoring skills of communities through capacity-building efforts
- Ability to operate in a cross-cultural environment requiring flexibility
- Familiarity with the aid system, and understanding of donor and governmental requirements
- Prior knowledge of the region an asset
- Fluency in English required
- Ability to operate Microsoft Word, Excel and Project Management software

#### Conditions

- Salary between 4000 and 4200€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Rest & Recuperation (R&R) every 2 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

#### How to Apply

Please send your application including cover letter, CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref:CFM/YEM**