

## Vacancy Announcement

<b>Position</b>	<b>Country Finance Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Jerusalem, Occupied Palestinian Territories	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Sensitive (2/4)

## About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

## Position's context and key challenges

In response to the emergency situation in OPT, Acted recruits.

## Key roles and responsibilities

Under the authority of the Country Finance Manager, the Country Finance Officer (CFO) 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)

### 2. Implementation and Follow-Up of Financial tools

#### 2.1 Monthly TITANIC consolidation and review

- a. **Accounting Flows (by the 15<sup>th</sup> 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 10<sup>th</sup> and 15<sup>th</sup> 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 10<sup>th</sup> and 15<sup>th</sup> 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 10<sup>th</sup> and 15<sup>th</sup> 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 payment preparation (between the 25<sup>th</sup> and 30<sup>th</sup> 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

**2.2 Financial Reporting preparation and support**

- ***By the 5<sup>th</sup> 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 Development 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

**3. 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.

**4. 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 competencies

- Msc in Finance, Audit, Business Management, Economics or equivalent;
- 1+ year of solid experience in financial & budget management;
- Excellent financial and analytical skills;
- Excellent communication and drafting skills for effective reporting on programme financial performance;
- Ability to monitor and evaluate financial and monitoring skills of teams through capacity-building efforts;
- Ability to undertake serious responsibilities and to manage stress efficiently;
- Ability to operate in a cross-cultural environment requiring flexibility.

### Conditions

- Salary between 1600 and 1800€ 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
- 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 (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: CFO/OPT**