

## Vacancy Announcement

|                          |                                  |                            |                  |
|--------------------------|----------------------------------|----------------------------|------------------|
| <b>Position</b>          | <b>Country Finance Volunteer</b> | <b>Starting date</b>       | End of June 2026 |
| <b>Location</b>          | Rabat, Morocco                   | <b>Type of contract</b>    | Volunteering     |
| <b>Contract duration</b> | 6 months (renewable)             | <b>Security risk level</b> | Calm (1/4)       |

## About Acted

### *Who we are*

Acted works with 19 million people across 43 countries at the intersection of humanitarian, development, climate and environmental programming. We draw on deep contextual knowledge and embrace emerging technologies to save lives, alleviate suffering, and protect and restore our planet. Working in collaboration with a growing ecosystem of local, national and international partners, we pursue one shared objective: a 3Zero World - Zero Exclusion, Zero Carbon and Zero Poverty.

### *Who we are looking for*

You bring the core competencies required for classical humanitarian and development work, alongside an active climate and environmental conscience, and you can navigate the challenges that arise when human and environmental suffering intersect. You have an entrepreneurial mindset: you see opportunities, connect dots, adapt your approach to different environments, and take measured risks in pursuit of results. You balance principles with pragmatism, and ambition with humility.

## Position's context and key challenges

Over two years after the 2023 earthquake, rebuilding needs in Morocco remain significant, with persistent delays in infrastructure rehabilitation, access to essential services and economic recovery, especially in rural and hard-to-reach areas. Those fragilities are compounded by wider structural challenges, including young people unemployment, territorial inequalities and limited access to health and education services, particularly affecting marginalized communities.

Active in Morocco since 2023, Acted implements response, recovery and sustainable development programming in the Taroudant, El Haouz and Chichaoua provinces, in close partnership with local organizations. Up to this day, more than 23 700 people have been supported through activities centered around essential infrastructure rehabilitation, WASH, resilient reconstruction, green livelihoods and professional development. Acted also implements long-term initiatives, mainly supporting feminine cooperatives, CSOs digital transformation and reconstruction projects including sustainable and patrimonial approaches.

## Key roles and responsibilities

Under the authority of the Country Finance Manager, the Finance Volunteer (FV) will be in charge of supporting the Country Finance Team on the financial internal control of the mission. More specifically, s/he will be in charge of the reviewing and cross-checking accounting data (PRATIC) and financial management and control tools' data (TITANIC).

### **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 15<sup>th</sup>**

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 15<sup>th</sup>**

- 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 15<sup>th</sup>**

- 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 25<sup>th</sup> and the 30<sup>th</sup>**

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 Finance, Audit, Business Management, Economics or equivalent
- Finance and accounting skills required
- Knowledge of Excel
- Ability to undertake serious responsibilities and to manage stress efficiently
- Excellent communication skills, including advanced written and oral English
- Proficient in Microsoft Office

## Conditions

Status: volunteer

- 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 4-days in situ security training
- Psychological assistance
- This position is classified as an **international staff position** under Acted's recruitment framework. Eligibility for an international contract is therefore required

### How to Apply

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