

VACANCY: COUNTRY FINANCE MANAGER - OCCUPIED PALESTINIAN TERRITORIES

Location: Ramallah, Occupied Palestinian Territories

Job Title: Country Finance Manager (CFM)

Type of contract: 12 months renewable (including 3 months as probation period)

Starting date: 1st April 2020

Monthly gross salary range: To be defined according to the candidate's profile

Application deadline: 21st February 2020

Application procedure: Send your CV and Cover Letter to careers@gvc.weworld.it with reference **P1** only preselected candidates will be contacted; the applications will be reviewed as they are received and the position may be awarded before the deadline

We World-GVC, recently constituted from the merger of two NGOs, is an Italian secular and independent organization working since 1971 in international cooperation and humanitarian aid. Present in 29 countries with 128 projects, We World-GVC operates in the following areas of assistance: human rights (gender equality, prevention and combating violence against children and women, migration), humanitarian aid (prevention, emergency relief and rehabilitation), food security, access to water, health and hygiene, education, global citizenship education, quality teaching and international volunteering. We World-GVC works mostly with girls, boys, women and youth, actors of change in every community for a fairer and more inclusive world. Supports people overcoming emergencies and guarantees a life with dignity, opportunities and a better future through human and economic development programs, in the framework of the 2030 Agenda. Joining the We World-GVC team means being part of the development of a dynamic organisation where the contribution of each staff member is promoted and valued, working together towards the collective achievement of shared goals and vision.

At present, the main donors are Italy (AICS), the EU (DG ECHO), UNICEF, OCHA, and Belgium (DGD).

Job description

We World-GVC is recruiting a **Country Finance Manager (CFM)** who works under the general direction of the Country Director. The role of the Country Finance Manager requires the management and responsibility of all administrative and accounting processes of the Country programs.

Main tasks and responsibilities

General Administration

- Supervise and monitor compliance of administrative documents and their proper filing with reporting and expenditure requirements
- Supervise flow of administrative information from project partners and the compliance with MoU and ensure the smooth flow of administrative information and data to the HQ

Accounting

- Supervise and approve regular accounting, including monthly reconciliations, monthly and yearly closing of accounts, monthly journal entries

Financial Reporting

- Supervise the preparation of financial reports in coordination with HQ and administrative team and approve annual financial report

Budget And Planning

- Develop budgets with the Country Director, Sectors Coordinators and Project Managers
- Monitor financial flows of the projects and monitor actual and forecasted expenses against budget to avoid under and overspending on the projects with the Project Managers and Sector Coordinators
- Coordinate the preparation and constantly monitor/update of core budget of We World-GVC in the Country

Audit Process

- Collaborate to the management of financial audit performed on the projects
- Supervise yearly financial audit on general accounting for local authorities
- Prepare information and be directly responsible for any assessment/audit performed by donor on We World-GVC administrative procedure

Procedure

- Design and implement administrative routines, procedures, and systems to increase efficiencies
- Ensure compliance with Local Operational Manual and develop procedures to implement organizational policies

Managing Team

- Supervise administrative and finance local personnel to complete routine tasks and provide for their capacity building

ESSENTIAL REQUIREMENTS

Qualifications and Knowledge

- Degree in Economics, Political Science or related fields
- Good knowledge of main donors' administrative rules and procurement procedures (ECHO, UE, UN, AICS)
- Good verbal and written communication, interpersonal and team skills
- Fluency in English both written and verbal
- Valid and clean driving license
- Proven experience in coordinating and manage relationships with international and local partner organizations and donors
- Proven organizational skills and ability to effectively manage multiple tasks while fostering quality, team spirit and positive working relationships with colleagues
- Accountancy skills and ability to prepare financial reports

Professional Experience

- At least 5 years of relevant working experience in a finance/accounting role overseas in the NGO sector
- Experience in budgeting and budget monitoring
- Experience in managing grant contracts for emergency/post-emergency projects
- Excellent computer skills including full working knowledge MS Office and Internet

Skills and Abilities

- Problem-solver approach with demonstrated resourcefulness in setting priorities and creating efficiencies
- Strong commitment to the Mission of We World GVC, genuine interest for international cooperation development topics

DESIDERABLE REQUIREMENTS

- Previous experience in Middle East countries would be considered an asset
- Knowledge of Italian and/or Arabic would be considered an asset