

## Benji Gestion & Entretien is currently seeking

Payments Specialist for an ongoing donor-funded project in Rabat, Morocco.

This position is for Moroccan nationals only. The **Payments Specialist** will provide a broad range of financial management services. The **Payments Specialist** shall make his entire working capacity, professional knowledge, and experience exclusively available for this assignment. Duties include: invoice approval process and recording, preparation of payments request forms and payments, assist in day to day banking and accounting activities, coordinate tax exemption and issues with tax authorities, maintain fixed asset register and assist in periodic physical activities, prepare payroll, if required.

- Moroccan citizenship;
- 3 to 5 years of experience in accounting and payables;
- Good communication skills;
- Fluency in French/Arabic, Advanced in English – reading, writing, and speaking;
- Computer literate (Microsoft Office: Outlook, Excel, PowerPoint, and Word);
- Computer software experience and experience with SAP would be an asset;
- Bachelor's degree in accounting, audit or finance.
- Experience in donor funded projects would be an asset

The duration of this position is for a fixed period of 12 months from the start date, with possible extension of 3 to 6 months only.

Applications should be sent to the email address - [benjigestionrh@gmail.com](mailto:benjigestionrh@gmail.com) and have "Application for Payments Specialist" in the title of the email along with an up-to-date CV, 3 references and contact information before Sunday, November 14, 2021. A follow-up will be given only to shortlisted candidates corresponding to the requested profile.