



TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	Finance Assistant.
Position grade	G4
Duty station	Tangier, Morocco.
Job family:	Resources Management
Organizational unit:	Finance
Position number	NA
Reporting directly to	Financial Officer
Overall supervision by	Head of Office
Managerial responsibility	No
Directly reporting staff	0

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the overall supervision of Head of Office (HoO) and the direct supervision of the Financial Officer (FO), the Finance Assistant is responsible for the following functions</p>

- | III. RESPONSIBILITIES AND ACCOUNTABILITIES |
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| <ol style="list-style-type: none"> 1. Make approved payments to suppliers and staff members in a timely manner; 2. Maintains balance sheet accounts including bank and vendors, and ensures all balances are accurate and correct; 3. Ensures accuracy and correct use of GL accounts for all entries; 4. Monitor vendor accounts for down payments and eventual clearing; 5. Monitor suspense accounts and clear them in a timely manner; 6. Register the financial transactions in PRISM FI as per the system SOP and ensures integrity of all data posted in PRISM; 7. Assists in responding to audit queries and liaising with other IOM offices and administrative centers in obtaining information required; 8. Ensures integrity of all financial supporting documentation, proper filling and archive thereof to satisfy IOM and Donor regulations; 9. Brings to the attention of the FO any relevant financial and budgetary issues; |

10. Creates and sustains a work environment of mutual respect where team members strive to achieve excellence.
11. Communicates and works closely with other departments in ensuring the overall objectives/performance is achieved at all times.
12. Monitors bank account movements and bank balances on a regular basis;
13. Assists FO in cash management, including cash flow forecasts and prepares monthly Mission Funding Requests;
14. Liaises with the bank on the outstanding issues and queries;
15. Assist in monitoring the budget expenditures for assigned project and recommends reallocation of funds as necessary.
16. Assists in the preparation of the project financial reports.
17. Performs such other duties as may be assigned by the FO & HoO.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience

- Listens effectively and communicates clearly, adapting delivery to the audience

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Seeks input and feedback from others
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical

1. Good analytical skills, with an ability to analyse financial information and reconcile discrepancies;
2. Strong sense of details and accuracy in all matters;
3. Commitment to continuous learning, efficiency, flexibility and a drive for results;
4. High level of computer literacy to include experience in computerized accounting systems;
5. Good knowledge of MS Office with excellent knowledge of MS Excel;
6. Good communication and negotiation skills;

V. EDUCATION AND EXPERIENCE

- Bachelor Degree in finance, economic, or other related fields
- 3 Years of Relevant Work Experience

VI. LANGUAGES

Required

Advantageous

IOM's official languages are English, French and Spanish

For this position, fluency in Arabic, French, and English is required (oral and written).

Working knowledge of Spanish is an advantage.