



Finance and Administrative Manager

At Project Soar, we believe that empowered girls lead to empowered women, able to lift up their families, their communities, and ultimately their nations. Project Soar is unique because it is an initiative dedicated to empowering teenage girls to become leaders of today and tomorrow, leaders who are activated, concerned, and powerful voices for inclusion and democracy. This position is for someone whose beliefs align with Project Soar's mission, and someone who wants to further the cause of girl empowerment through helping the financial and administrative aspect of the PS team.

Job Profile:

The successful candidate needs to speak, read and write English. The candidate will work with the finance/accounting team to ensure accurate records of all financial transactions as well as disseminating appropriate information and reports to management. The Finance and administrative manager will work with all staff to maintain appropriate controls on spending and budget compliance and ensure that the procedures are in compliance with the Moroccan laws.

Key responsibilities:

- **Finance:**
 - Quickbooks maintenance (Categorize by project, class, type, item, upload accompanying receipts)
 - Produce Financial Reports (Monthly reports for Project Soar executive management and Board of Directors, quarterly or as required for donors)
 - Maintain a tracker of reporting deadlines and coordinate with program report
 - Calculate recurring monthly operating budget
 - Issue payroll, adjust and review salary distribution
 - Coordinate for foreign staff to obtain work permits in compliance with local law
 - Manage and pay CNSS

- Ensure that vendors and utilities are paid
- Maintain insurance for the programs
- Grant financial management (tracking spending against budgets and requesting budget changes in advance)
- Lead on donor communications regarding contractual and financial compliance
- Manage bank account levels, advance requests, forecasting, financial projections
- Manage all cash and bank accounts
- Ensure that Project Soar inventory list is updated
- Local association registration proceedings as needed with the commune
- Overall financial supervision
- Build budget proposals in collaboration with the development team
- Liaise with the accountant and statutory auditor to get yearly audited financial statements
- Negotiate new hire salaries and contract terms
- **HR:**
 - Onboarding process for new staff
 - Track the team's PTO for finance and admin team
 - Make sure that the leave requests are submitted by the finance and admin team
 - Manage the recruitment process for finance and administrative hires
 - Resolve HR issues as they arise
- **Admin:**
 - Procedure and Operation manual updated bi-annually and enforced
 - Ensure employment procedures are compliant with Moroccan law
 - Local registration as Public Utility
 - Keep donor records, contracts, budgets and communications organized on file

Skills required:

- Attention to detail
- Experience in accounting
- Excellent time management skills
- Excellent writing skills
- Developed written and verbal communication skills
- Fluent in English and Darija (Moroccan Arabic), French is advantageous

Logistics:

- Location: Project Soar Headquarters in Douar Laadam
- Supervisor: reports to Finance Director
- Proposed Schedule: 40 hours weekly over 5 days; work week is Sunday-Thursday
- Paid holiday, vacation and sick time is offered
- Salary in line with local standards

This description is not intended to be fully comprehensive, but rather an overall guideline. There may be items that are not detailed here that may need to be handled, as they arise. Above all, Project Soar is a team, and we all do what we need to do in order to deliver our mission with as much impact as possible.

Please forward your cover letter and resume to hr@projectsoar.org.