

# Terms of Reference

## Administrative and Finance Manager

For a potential development project in the Marrakech Safi region, we are seeking qualified candidates with this profile :

### Scope of Work and Responsibilities

- Ensure application of documented policies and procedures for finance and all core operations functions to ensure ongoing efficient, effective support and compliance across the project
- Ensure that a system is in place for regular performance assessment of staff, including providing technical support and opportunities for development
- Develop, coordinate and implement plans for the control, monitoring and reporting of financial operations to include controllership, treasury and budgets
- Ensure that all financial information is consolidated on time and provided to the COP as appropriate for analysis and dissemination
- Provide guidance to and overall supervision of the project finance, grants, human resources, administration, operations
- Monitor the security situation and oversee implementation of security measures, including appropriate reporting
- Ensure timely dissemination of and training on new initiatives/guidelines and policies and monitoring of implementation
- Ensure that project offices are effectively managed and that project staff have access to adequate transport, procurement, ICT, administrative and safety & security management support
- Review the finance policies and procedures to ensure efficiency and effectiveness
- Direct the timely and accurate preparation and approval of all donor financial reports in respect to accounting, legal and contractual requirements
- Establish and maintain professional banking relations; plan and monitor cash needs ensuring cash flow requirements of the project are met for smooth implementation of project activities
- Provide the project management team with monthly financial reports including overall project budget status, work plan budgets status and ensuring potential issues are identified and addressed
- Work closely with senior management to develop and monitor annual work plan budgets, operating budgets and budget updates
- Perform final financial reviews of budgets prior to approval and submission
- Perform internal audits and reviews, as required, to ensure compliance with company standards, donor requirements, and internationally accepted accounting practices

### Qualifications:

- MBA or Master's degree in management or finance
- At least 10 years of relevant technical experience managing regulatory, contractual, legal and financial compliance requirements associated with USG funding including in-depth knowledge of USAID financial management rules and regulations experience
- Significant experience in financial monitoring, budget systems, and internal controls
- Experience managing and monitoring sub-awards, including international and local partners
- Demonstrated strong analytical and multi-tasking skills
- Excellent leadership skills and demonstrated ability to manage and work effectively in team situations
- Proven ability to prepare budgets, contract/sub-contracts and donor financial reports
- Experience working effectively with government officials, non-government partners, and USAID and/or other donors