

Accountant

Location: Beni Mellal-Maroc

FHI 360, a U.S.-based nonprofit organization, is seeking qualified candidates for the position of Accountant based in the Beni Mellal-Khénifra region to support the USAID-funded project BMK-ISED to promote the socio-economic inclusion of marginalized groups in Morocco through the improvement and institutionalization of participatory governance and the enhancement of business and livelihood opportunities in the region.

Description of the position

Under the supervision of the Finance Manager, the accountant will assume the following responsibilities:

- Coordinates accounting operations, including overall financial monitoring and support
- Guides project activities in the financial and operational areas to ensure the financial well-being of the organization.
- Provide financial management and advice, conducts financial data analysis
- Assumes responsibility for the financial aspects of local procurement, including payment processing, financial tracking, monitoring, etc., in accordance with project financial procedures
- Processes suppliers and sub-contractors payment requests, prepares payments by verifying documentation coupons for accuracy and compliance with client and FHI 360 invoicing requirements, preparing vouchers, and requesting disbursements
- Reviews monthly payroll and related supporting documents (Timesheets...), and ensure income tax and CNSS contributions are paid within the deadlines
- Prepares Journal entries and provides related supporting documents
- Record financial transactions (bank and petty cash) on FHI 360 accounting system and ensure that all ledgers are updated on daily basis.
- Oversee bank transactions including preparation of payment vouchers, maintenance of bank books on daily basis, preparation of all bank account reconciliation statements.
- Prepares monthly financial reports, including the preparation and compilation of supporting documents.
- Reviews petty cash transactions and enter transactions on FHI 360 accounting system.
- Prepares cash requests
- Prepares VAT reports for refund requests
- Monitors staff advances and ensures that liquidation of advances for missions, workshops, staff, partners, and consultants are done on timely manner.
- Makes sure financial documents are regularly saved on SharePoint
- Secures financial information by completing database backups.

- Provides budget analysis for project funds,
- Recommends financial measures when analyzing accounting options.
- Maintains financial security by monitoring internal controls.
- Answers questions on accounting procedures by researching and interpreting accounting policies and regulations.
- Complies with legal requirements by reviewing legislation, enforcing compliance.
- Prepares special financial reports by collecting, analyzing and summarizing account information and trends.
- Assists in monitoring grant program budgets.
- Any other tasks as assigned.

Education and qualifications required:

- Degree in accounting, finance or other relevant field, or equivalent combination of education and work experience.
- Minimum of five years' experience in financial management.
- Experience with accounting software highly desirable
- Attention to detail and general math skills
- Fluency in French and Arabic and a good knowledge of written and spoken English required.

The project is strongly committed to hiring qualified women, youth and people with disabilities whenever possible and would like to receive their resumes and those of other qualified individuals.

To Apply

Please submit your application, along with a CV, to the following email address:

Morocco.ISED@fhi360.org and put in the subject line of your email of: "Accountant 2022/2".

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled.