

Job Title : **Senior Finance and Subawards Officer**
Date : **27-10-2022**
Location : **Rabat, Morocco**

Project Description

FHI 360, a U.S.-based nonprofit organization, is seeking qualified candidates for the position of **Senior Finance and Subawards Officer** based in Rabat.

The main purpose of the Bridge to Middle School Activity ('Bridge') is to work with the Ministry of National Education (MEN) to implement new, student-centered curricula in Arabic and selected Science subjects (grades 4–9) as well as English (grades 7–9), in ways that have measurable impacts on learning outcomes. The goal of the program is to improve the performance of MEN central directorates, regional education academies (AREFs), provincial directorates (PDs), and schools in employing evidence-based pedagogies that promote continuous learning in select content areas, emphasizing strengthened critical-thinking skills.

Position Description

As part of the strengthening of its Finance department, FHI 360 Morocco is recruiting for its Rabat office. The position is based in Rabat city, Morocco. This job description is not exhaustive and may be changed at any time.

Essential Functions

- Under the supervision of the Director of Finance and Operations, he/she will be responsible for the coordination of financial/accounting operations, including general financial monitoring and support/guidance to project staff working in the Finance and Operations Department to contribute to sound financial management.
- Propose and ensure financial orientations, conduct financial analyses on available data and future projections/estimates.
- Produce budget analyses for project funds, review and participate in the preparation of financial reports required by funding partners ensuring compliance with donor procedures.
- Provide analysis to the project management team based on projections, modeling of strategic initiatives, and field operations.
- Analyze the evolution of the project's financial performance, the effectiveness of expenditures, and the rate of financial consumption.
- Monitor and report on partner activities.
- Manage and ensure compliance for all subawards to implementing partners (IPs).
- Ensure compliance with USAID rules and regulations and FHI 360 policies and procedures.
- Train all Program and Grants staff on grants manual and grants management system.
- Maintain an online grants tracking system, and ensure compliant monitoring and reporting on grant activities;
- Train and mentor relevant project staff and implementing partners on managing and monitoring subawards.
- Ensure the effective start-up and close out of all sub-awards, and grants management system.

Primary Responsibilities

- Participate in the development of the annual project budget, budgets for programmatic activities;
- Ensure weekly budget monitoring using the various tools available in FHI360;
- Verify payment documents to ensure compliance with the Organization's rules and procedures;
- Prepare Payment Vouchers Analyze budget forecasts, regulatory filings and compilation of complex data ;
- Perform data entry in the appropriate software offered by FHI360;
- Regularly monitor advance accounts to ensure that all funds are properly accounted for;
- Interpret, analyze and/or evaluate data, ensure compliance with applicable standards, federal laws and use generally accepted accounting procedures (GAAP);
- Participate in the payment process of the various partners by ensuring compliance with the various rules and regulations in force and within a reasonable time;
- Contribute to the production of various financial reports using the tools available at FHI360;
- Interpret and explain variances and variations in financial data;
- Utilize the various applications developed and maintained to facilitate the achievement of program objectives and procedures.
- Prepare VAT refund applications if required
- Develop and maintain effective working relationships with various partners, consultants and staff.
- Present formal communications tailored to the characteristics and needs of the audience.
- Raise awareness of programs, procedures and/or eligibility criteria.
- Interact with representatives of various partners, colleagues and the management team to analyze or resolve issues;
- Document complex problems and effectively articulate written conclusions.
- Provide support to subawardees in finalizing project descriptions, work plans and budgets.
- Establish effective communication and cooperation with partners on implementation, reporting, information sharing and subsequent work planning.
- Ensure compliance in the financial management of partners.
- Coordinate with other field team members to ensure the timely provision of appropriate subaward items, inclusive technical assistance and materials;
- Train partners in subaward management in accordance with USAID and FHI 360 management rules and principles.
- Monitor and report on partner activities;
- Maintain an online grants tracking system, and ensure compliant monitoring and reporting on grant activities;
- Train and mentor relevant project staff and implementing partners on managing and monitoring subawards.

Required Knowledge and skills:

- Knowledge of financial management, analysis and management of advances in accordance with the laws and regulations of the donor, FHI360 and Morocco;
- In-depth knowledge of generally accepted accounting principles and internal control;
- Mastery of various spreadsheets is required;
- Excellent oral and written communication skills;
- Excellent quantitative and analytical skills;
- Strong critical thinking and problem solving skills;
- Ability to analyze and interpret financial data, identify/resolve errors and prepare reports ;
- Ability to motivate and work well with others.

Skills and qualities required

- Have a minimum of a BAC + 2 in finance and accounting;
- Have at least 5 years of experience in an NGO or institution of the place;
- Have at least 3 years of experience with subaward management
- Have a good sense of timeliness and be honest and well organized;
- Be able to work under stress;
- Master Excel, Word and at least one accounting software;
- Maintain good working relationships with suppliers and partners ensuring that the integrity and reputation of FHI 360 is maintained;
- Be able to work in a multi-sectoral, multi-disciplinary and multi-cultural environment;
- Have a good ability to communicate in English both orally and in writing;
- To be able to carry out several tasks concomitantly and efficiently, taking into account the priorities;
- Performs any other duties relevant to the position under the supervision of the line manager.

To Apply

Please submit a copy of your CV and a cover letter to: Morocco.ISED@fhi360.org and put in the subject line of your message: “**Senior Finance and Subawards Officer**”.

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

The Bridge to Middle School Activity project is strongly committed to hiring qualified women, young people and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person’s skills and experience