



**Oxfam Country Office  
Middle East**

**“Finance Manager”  
Job Description**

Oxfam’s vision is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

**Team purpose**

To manage and coordinate all financial aspects of the Country Office, together with the CD and other relevant team players, including but not limited to, conduct financial planning, prepare budgets, oversee the CO expenditures and support all accounting and procurement services and ensure that they are efficient and effective and in full compliance with the Oxfam standards and procedures.

**Post Conditions**

**Type of contract:** Fixed term contract

**Contract Duration:** One year (renewable depending on staff performance and the availability of funding)

**Working hours:** Full time (40hours/week)

**Location:** Based Rabat, Morocco

**Salary & Conditions:** Local Contract; according to Oxfam Salary scale and HR policy and conditions in Morocco.

**Starting date:** as soon as possible

**Positions reporting to this post:** Finance Officers, Accounting Officer and Procurement Officer

**Reporting to:** Country director

**Job Purpose – Key Responsibilities and Accountabilities**

**Country Office Overall Finance Management**

- Contribute to the development, implementation and improvement of the Country Office financial management systems and procedures;
- Work closely with the Country Director to produce the Country Office annual budget plan;
- Advise the Country Director on the monthly, quarterly and annual financial projections of the office running costs;
- Oversee the Country Office running costs orders after the approval of the annual budget for the execution of payments (including the payment of consultancy fees and salaries);
- Support the Country Director in preparing the Country Office input for the ‘Balance Score Card’ (BSC) and reviewing financial reports related to the Country Office, partner organizations and external donors;
- Periodically monitor the spending and performance of the Country Office and revise where needed the (financial) planning and record this in the management information systems;

- Provide the Country Director with financial analysis and expenditures reports and updates, as requested and needed;
- Liaise with headquarter to facilitate regular and (un)expected internal and external financial audits according to the accounting manual and proactively engage with external auditors to resolve any relevant issues;
- Regularly liaise and work closely with all finance related colleagues in CO and headquarter to ensure timely and efficient compliance with financial planning and budgeting, reporting and auditing requirements relevant to Oxfam and the donors.
- Ensure that all Oxfam financial policy and procedures documents are well reviewed, understood, and accurately applied; ensure proper documentation and dissemination of policies to staff and thus partners;
- Ensure that the CO staff have good understanding of the Oxfam financial policy and procedures and able to apply them accurately.

### **Programs Financial Management**

- Provide general oversight of the CO Programs' financial and administrative systems including, but not limited to, reporting and financial management requirements;
- Establish and maintain financial management and accounting control systems for programs' expenditures;
- Ensure that all donors' financial policy and procedures documents are well reviewed, understood, and accurately applied, by self and all the relevant program team especially the finance officers and hence the partners;
- Regularly mentor and support the program teams to ensure that the programs' financial expenditures and procedures are in compliance with the donor' contractual requirements and policies and procedures;
- Proactively work together with the program related 'Finance Officers' to ensure that all program related business and support services procedures are in line with the Oxfam standards;
- Receive and account for all programs funds (performing regular cash checks);
- Participate in ongoing analysis, forecasting and review of the programs expenses;
- Participate in programs' budget planning and realignments as required;
- Track the transfer of funds between headquarters and the country office and manage accounting and finance records of in-country expenses, including developing spreadsheet for tracking and monitoring all programs' financial activities, and maintaining spreadsheets with current expense data;
- Work closely with the program teams and the ID&FC during the preparation of new concept notes and proposals to oversee and produce relevant budget;
- At times, manage the budget and expenditures for specific projects and contribute to project work, ensuring adherence to donor requirements and audits.

### **Country Office General Management**

- Together with CD and Accounting Officer, conduct regular review and analysis to ensure that Country Office is in full compliance with all local laws (e.g tax registration and labor laws) and all contractual agreements. Ensure efficient documentation of all agreements and contracts concluded by the Country Office;
- Support the CD, and other relevant staff to ensure that all Country Office's business and support services procedures are in line with the Oxfam standards;
- Support the Country Office team in recruitment processes;
- Support the CD in applying and maintaining efficient security and safety measures systems in relation to the staff, the office, and all assets.

## **Technical Skills, Experience & Knowledge**

### **Essential:**

- Bachelor's degree in finance or related degree.
- At least 10 years' experience in similar position and responsibilities.
- High proficiency in numeracy skills and experience using computerized financial management information system; preferably Pastel.
- Relevant experience of managing legal and financial compliance; good comprehension of legal regulations of accounting, procurement, HR, tax, auditing, etc.
- Excellent experience of staff management and support. Leadership skills and capacity to think strategically.
- A team player, with experience of working in a multi-cultural environment; a facilitator and a convener.
- Excellent problem solving experience and skills.
- Open-mindedness; have a wider perspective than the technical part of the job.
- Ability to handle multiple priorities and to work under pressure and with tight deadlines.
- Proven agility and flexibility.
- Excellent communication skills with colleagues and partners.
- High level of integrity and accountability.
- Details oriented.
- Excellent computer skills, especially Excel and Advance Excel.
- Excellent written and spoken English.
- Commitment to Oxfam's values and ways of working and to Oxfam's objectives to promote gender equity and diversity and the interests of marginalized people in all aspects of its actions.

### **Desirable:**

- Experience in the International development sector (international NGOs).
- Written and spoken Arabic and/or French are a plus.

***This job description may be modified in accordance with the activities or the evolution of operational needs.***

### **Application Procedure**

Interested individuals must send their application (motivation letter & curriculum vitae) not **later than Friday 02th of December, 2022**. Please note the position, "**Finance Manager**", in the email subject line and send to [recrutement.maroc@oxfam.org](mailto:recrutement.maroc@oxfam.org). Please do not hesitate to contact us in case further clarifications are needed before the application submission deadline.

Applicants with diverse backgrounds and nationalities and experience in the Middle East (particularly Egypt or Tunisia) are encouraged to apply.

Only shortlisted candidates will have their application acknowledged.

***Oxfam is an equal opportunity organization***