



POSITION TITLE : Finance Manager
PROGRAM : Bridge to Middle School
LOCATION : Rabat

Project Description:

Family Health International (FHI 360) is a nonprofit, nongovernmental organization (NGO) dedicated to improving lives in a sustainable way through integrated solutions. FHI 360 is active in more than 70 countries around the world and in every state and territory in the United States, working in health, education, nutrition, environment, economics and development, research and technology, creating a unique combination of capabilities to address development challenges.

As part of the strengthening of its Finance department, FHI 360 Morocco is recruiting for its Rabat office.

Position: One (1) Finance Manager

This job description is not exhaustive and may be changed at any time.

Job Responsibilities:

Under the supervision of the Director of Finance and Administration, the financial manager will assume the following responsibilities:

- Provide leadership for the financial operations of the project.
- Ensure compliance of financial and operational systems with FHI 360 policies and procedures
- Advise the Director of the department and the Team Leader on the financial situation and availability of funds for project activities.
- Prepare weekly cash request and ensure that cash is replenished on time to meet the monthly cash requirements.
- Oversee bank transactions including preparation of payment vouchers, maintenance of bank books on daily basis, preparation of all bank account reconciliation statements.
- Upon receipt of approved documentation, check all supporting docs before preparing/processing payment vouchers.
- Review monthly payroll and related supporting documents (Timesheets...), and ensure income tax and CNSS contributions are paid within the deadlines.
- Prepare check and electronic payments and obtain required signatures.
- Record financial transactions (bank and petty cash) on GFAS and ensure that all ledgers are updated on daily basis.
- Maintain an advance register for personal and program related cost.
- Participate in the management of advances, follow up and liquidation of advances for missions, workshops, staff, partners, and consultants.
- Prepare and coordinate the monthly closing work.
- Produce monthly, quarterly and annual financial reporting documents.
- Prepare and analyze the monthly FHI 360 expenses.
- Participate in the development and analysis of project financial reports such as the pipelines and accruals.



- Work closely with the Grant Manager to contribute to the Grants financial follow up.
- Prepare and manage the VAT exoneration and restitution with the donor.
- Assist in the organization and preparation of the various audits of the accounts.
- Provide support to sub-awardees in the financial management.
- Ensure compliance in the financial management of sub-awardees.
- Train partners in subaward management in accordance with USAID and FHI 360 management rules and principles.
- Prepare monthly expenditure reports on sub-awardee implementation status.
- Ensure that partner reports are prepared in accordance with USAID and FHI 360 requirements and are submitted on time and in the proper format.
- Support sub-awardees financial staff in the preparation of financial reports.
- Work closely with the team to maintain a highly secure financial system.

Education, skills, and qualifications required:

- A Master's degree or higher in finance and accounting, or another related field or an equivalent diploma or a BAC+4 with at least ten years of experience is required.
- Have at least eight years of experience in the field of accounting and finance.
- Have at least five years' experience with international organizations, preferably with USAID projects in Morocco.
- Experience with U.S. government rules and regulations regarding grants and contracts is required.
- Required knowledge of accounting budgeting and generally accepted physical control principles.
- Experience in developing and managing budgets.
- Experience in building the financial management capacity of community-based organizations and other stakeholders.
- Relevant skills in automated accounting software systems and database spreadsheets required.
- Have an excellent ability to communicate in French, Arabic and English both orally and in writing.;
- 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.
- Performs any other duties relevant to the position under the supervision of the line manager.

To Apply

File to be Provided: Application files must include:

- A cover letter stating the job title.
- An updated detailed CV.
- Certified copies of diplomas and work certificates.
- Contacts of two professional references (preferably direct Supervisors).

Please submit your application, along with the above file, to the following email address: Morocco.ISED@fhi360.org and put in the subject line of your email of: **"Finance Manager"**.



NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

The Bridge to Middle School Program 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.