



POSITION TITLE : **Finance Officer**
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 Officer

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

Job Responsibilities:

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

- Coordinate accounting operations, including overall financial monitoring and support,
- Guide project activities in the financial and operational areas to ensure the financial wellbeing of the organization.
- Provide financial management and advice, conduct financial data analysis.
- Assume responsibility for the financial aspects of local procurement, including payment processing, financial tracking, monitoring, etc., in accordance with project financial procedures.
- Process suppliers and sub-contractors' payment requests, prepare payments by verifying documentation coupons for accuracy and compliance with client and FHI 360 invoicing requirements, preparing vouchers, and requesting disbursements.
- Review monthly payroll and related supporting documents (Timesheets...) and ensure income tax and CNSS contributions are paid within the deadlines.
- Prepare 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.
- Prepare monthly financial reports, including the preparation and compilation of supporting documents.
- Review petty cash transactions and enter transactions on FHI 360 accounting system.

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- Prepare cash requests.
- Prepare VAT reports for refund requests.
- Monitor staff advances and ensures that liquidation of advances for missions, workshops, staff, partners, and consultants are done on timely manner.

- Make sure financial documents are regularly saved on SharePoint.
- Secure financial information by completing database backups.
- Provide budget analysis for project funds,
- Recommend financial measures when analyzing accounting options.
- Maintain financial security by monitoring internal controls.
- Answer questions on accounting procedures by researching and interpreting accounting policies and regulations.
- Comply with legal requirements by reviewing legislation, enforcing compliance.
- Prepare 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 is highly desirable.
- Attention to detail and general math.
- Fluency in French and Arabic and a good knowledge of written and spoken English required.

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 Officer"**.

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.

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