



VACANCY ANNOUNCEMENT

Finance Manager

Inclusive Socio-Economic Development Project in Beni Mellal Khenifra (ISED-BMK)

Project Description:

FHI 360, a US-based non-profit organization seeks qualified candidates for the position of Finance Manager based in the Beni Mellal to support a USAID-funded project to promote socio-economic inclusion within marginalized areas of Morocco through the improvement and institutionalization of participatory governance, and enhancement of business and livelihood opportunities in the Region.

Position Description:

Under the supervision of the Director of Finance and Administration (DoFA), the Finance Manager will be responsible for the financial leadership of the project, ensuring the quality, speed, and efficiency of project implementation, day-to-day financial operations, and closing. He/she will also ensure compliance with global standards of excellence and requirements specified by USAID. The Finance Manager will supervise the Senior Accountant and the Accountant.

The Finance Manager will be based in Beni Mellal and is responsible for the following:

- Provide leadership for the financial operations of the project.
- Ensure compliance of financial and operational systems with USAID and FHI360 policies and procedures.
- Advise the Chief of Party and the DoFA on the financial situation and availability of funds for project activities.
- Work closely with the DoFA to produce the annual budget plan.
- Ensure all the end-month deliverables: petty cash reconciliation, labor allocation, balance sheet reconciliations, etc. are prepared and submitted to the field accounting staff at HQ and are uploaded in the appropriate FHI360 SharePoint within the deadline.
- Participate in the development and analysis of project financial reports.
- Prepare and analyze the monthly project expenses.
- Prepare the quarterly accruals for FHI360.
- Oversee the accounting work:
 - Verify of supporting documents,
 - Review of the voucher's payments,
 - Process and monitor payments
 - Review the transactions in the financial system.
 - Review the VAT reports.
- Prepare the weekly cash requests.
- Ensure travel and activities advances are reconciled within the deadlines and unused advances are returned to the FHI360 bank account.
- Review the monthly payroll and ensure income tax and social contributions are paid to the tax and CNSS administrations.
- Review the subawardee's Financial Reports (SFR) templates and ensure fund-obligated amounts are not exceeded.
- Maintain a highly secure financial system.



- Ensure that all finance documents (Excel and PDF payment vouchers and general journals, bank reconciliations, labor allocation templates, balance sheet reconciliations templates, cash request, etc.) are saved in the Finance folder in SharePoint.
- Participate in the various audits of the accounts.
- Liaise with the field accounting staff at HQ on accounting matters.
- Train the Senior Accountant and the Accountant and ensure they have a good understanding of the financial policy and procedures and able to apply them accurately.

Minimum Qualifications:

- 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.
- Relevant skills in automated accounting software systems and database spreadsheets are required.
- Have an excellent ability to communicate in French, Arabic, and English both orally and in writing.

Start date: October 1, 2023

Post location: Beni Mellal, Morocco

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: "Finance Manager Sept 2023". The application package includes:

- A copy of your CV
- A cover Letter.
- Three professional references of similar positions.

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Beni Mellal city.

Applications must be received not later than September 15, 2023, at 23h59 Rabat Time.

The ISED-BMK 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 encourages qualified women, youth, and people with disabilities to apply. FHI 360 does not discriminate on the basis of race, religion, gender, ethnicity, age, disability or on any other basis unrelated to the skills and experience of the applicant.