



## VACANCY ANNOUNCEMENT

---

### Senior Accountant 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 Senior Accountant 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 Finance Manager, the Senior Accountant will oversee the project's accounting. The Senior Accountant will be based in Beni Mellal and is responsible for the following:

- Coordinates accounting operations, including overall financial monitoring and support.
- Provide financial management and advice and conduct financial data analysis.
- Assumes responsibility for the financial aspects of local procurement, including payment processing, financial tracking, monitoring, etc., in accordance with USAID and FHI360 procedures and policies. financial procedures.
- Processes suppliers' and subawardees' payment requests and prepares payments by verifying required documentation for accuracy and compliance with USAID and FHI360 invoicing requirements, preparing vouchers, and requesting disbursements.
- Review monthly payroll and related supporting documents (timesheets, pay slips, payroll register, etc.), and ensure income tax and CNSS contributions are paid within the deadlines.
- Prepares Journal entries and provides related supporting documents.
- Record financial transactions (bank and petty cash) in the FHI 360 financial system and ensure that all ledgers are updated daily.
- Maintain the bank book daily and prepare bank account reconciliation statements.
- Contribute to the end-month close process by preparing the bank reconciliation, the balance sheet reconciliations, etc. including the preparation and compilation of supporting documents.
- Review petty cash transactions and enter transactions on the FHI360 financial system.
- Prepares cash requests as needed.
- Prepares soft and physical VAT reports for refund requests.
- Liaise with the accounting firm for Moroccan accounting to ensure 1) the required documentation is shared with them monthly, and 2) the annual financial statement is prepared and ready for submission to the tax administration.
- Monitor staff advances and ensure that liquidation of advances for missions, workshops, staff, partners, and consultants is done in a timely manner.
- Makes sure financial documents are regularly saved in the Finance folder in SharePoint.
- Secures financial information by completing database backups.



## Minimum Qualifications:

---

- Bachelor's degree in accounting, finance, or other relevant field, or equivalent combination of education and work experience.
- Minimum of seven years' experience in financial management.
- Knowledge of U.S. government standards for grants, procurement, and auditing.
- Experience with accounting software is highly desirable.
- Attention to detail and general math skills.
- Fluency in French and Arabic and a good knowledge of written and spoken English required.

**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](mailto:Morocco.ised@fhi360.org) and put in the subject line of your message: "Senior Accountant 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.