



Finance Coordinator

The Munathara Initiative is a registered non-profit organization founded in 2012 with offices in Washington D.C. and Tunis, Tunisia. The Initiative aims at creating an independent and inclusive discussion and debate platform in the MENA region. The Munathara Initiative is working to provide everyone in the Arabic speaking world with a voice regardless of their age, gender or background in order to create a public sphere characterized by evolvability and tolerance towards different points of view.

JOB PURPOSE

The Finance Coordinator will coordinate all financial activities and transactions in the country. The Finance Coordinator will report directly to the Chief Operating Officer. S/he will work in Rabat, Morocco. The role will require coordination with the different organization's departments and the incumbent shall have the necessary skills and qualifications to fulfill the role and meet the projects' requirements.

KEY RESPONSIBILITIES

- Support the Senior Finance & Compliance Manager in developing & maintaining financial reports, interpret financial information and provide analysis.
- Contribute to the improvement and implementation of financial policies and procedures for the organization in line with the nonprofit sector.
- Ensure compliance of financial activities with the organization's policies & procedures as well as the local standards & regulations, under the supervision of the Senior Finance & Compliance Manager.
- Coordinate all financial activities and transactions.
- Support daily cash operations and conduct periodic cash inventories.
- Support banking operations under the supervision of the Senior Finance & Compliance Manager.
- Work closely with the department team to achieve financial and management goals.

SKILLS & REQUIREMENTS

- University degree at bachelor level in Accounting or Finance
- 3+ years of experience in finance, accounting or financial control preferably in non-governmental sector.
- Demonstrated financial skills, with proven experience managing budgets for donor-funded projects and knowledge of donor's reporting requirements.
- Excellent communication (both written and oral), presentation and interpersonal skills
- Excellent organizational, multi-tasking and time management skills. Ability to prioritize and manage multiple projects simultaneously while maintaining deadlines.
- Experience working on own initiative; excellent decision-making skills.
- Excellent written and verbal communication skills in Arabic, English, and French.
- Excellent command of Microsoft Office (Word, Excel, Power Point, etc.)

Start date: April 2024

Location: Rabat, Morocco (the ideal candidate will be already residing in Rabat, Morocco)

Duration of the project: 2 years

All interested applicants must send a CV and Motivation Letter to contact@munathara.com