

Job Description

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| Job Title | Finance Officer – Taroudant (Morocco EQ Response) |
| Classification Level | G12 |
| Organizational Unit / Duty Station (Department / Regional Office / Delegation..... etc.) | IFRC Country Cluster (Tunisia and Morocco) – Morocco, Taroudant |
| Immediate Supervisor’s Title | Field Coordinator Taroudant (Morocco EQ Response) |
| Technical Manager’s Title | Finance & Admin Coordinator (Morocco EQ Response) |
| Number of Technical Reports (if applicable) | 0 |
| Number of Direct Reports (if applicable) | 0 |
| Number of Indirect Reports (if applicable) | 0 |

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world’s largest humanitarian organization, with a network of 192-member National Societies. The overall aim of IFRC is “to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.” IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of the IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegation and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

A 6.8 magnitude earthquake hit Morocco on September 8, killing and injuring thousands of people and causing widespread destruction. The Moroccan Red Crescent Society (MRCS) responded immediately, providing first aid and psychosocial support, helping transport the injured to hospitals, evacuating people from damaged buildings and providing dignified burial management. Through this appeal, the IFRC is supporting MRCS to meet the immediate and early recovery needs of 500,000 affected people. Priorities include providing food and safe water, essential household items, shelter support, health and mental health services, and cash assistance.

This position is based in **Taroudant**, Morocco. IFRC works in an integrated manner with the Moroccan Red Crescent (MRC) and its partners. MRC has the role as the Movement convener for operational field response and coordination among Movement partners. The Finance Officer, reports to the Field Coordinator of Taroudant.

The incumbent may be required to undertake short-term missions to humanitarian response operations.

Job purpose

The Finance Officer is responsible to provide accounting services, ensure sound internal control, financial reporting, training and providing advice and support to relevant stakeholders within a comprehensive financial management structure which are related to the operations the incumbent is deployed to. In addition, the Finance Officer is responsible for taking care of the welcoming and operator's services, supporting in the logistics bookings of guests and staff, and assisting the administrative department in the smooth running of the branch.

In close cooperation with the Field Coordinator and the Finance & Admin Coordinator and Administration Unit, the Finance Officer will be in charge of IFRC budgeting & financial planning, administrative follow up and clearances, financial management and monitoring of income and expenditure for all the Federation programmes in the Taroudant branch.

In addition to the accounting services, the post holder will provide a general support and advice to the Field Coordinator and Finance & Admin MRC officer on all programme related financial issues from the budgeting to the final evaluation of the branch and also provide efficient financial and administrative management.

Job duties and responsibilities

Risk Management and Internal Control

- Ensure that all spending is within the project expenditure approval, and no cases of expenses above budget or expenditure ceiling occur at the project/account group level.
- Ensure that all spending is valid and complies with the IFRC procedures and reject any payment requests or working advance clearances for non-compliant expenses.
- Support the implementation of finance policies, processes, and procedures.
- Support the implementation of internal and external audit recommendations.
- Ensure that a financial risk assessment is conducted for project proposals.
- Ensure that a strong internal control environment is maintained, including appropriate segregation of duties.
- Ensure that all expenditures are within approved operating budgets or ceilings.
- Improve existing processes and establish adequate internal controls.

Financial Management

- Manage the funds and financial assets of the field operation, under the overall direction of the Field Coordinator and technical support of the Finance & Admin Coordinator - Morocco. This will include cash flow and cost control management as well as the management of payments, cashier, bank.
- Manage the monthly financial cycle, within the deadlines, without significant error and maintain the accuracy of the numbers, resulting in satisfactory audit reports and positive evaluations of the financial aspects of the operations.
- Preparation of operating and programme budgets, providing advice to the Field Coordinator and the finance and admin Coordinator on budgetary matters.
- Provide an analysis of actual expenditures against budgets with their respective comments on variances (if any) and recommendations.
- Manage the day-to-day processing of transactions in accordance with established procedures.
- Manage the cash and bank payments and the provision of accounting services.
- Perform the month-end financial closing process.
- Provide expertise and advice to project management on an ad hoc as required basis on financial management matters pertaining to operations and programmes.
- Monitor financial key performance financial indicators on a monthly basis and provide advice and/or instruction to managers as to how to improve.

Financial Reporting

- Prepare financial reports for management purposes.
- Prepare donor financial reports, on an ad hoc, as required basis.
- Support programme and year-end audits.
- In collaboration with the Field Coordinator and the Finance & Admin Coordinator, monitor the rate of implementation of appeals, monitor compliance with donor requirements, and support the timely production of financial reports.

Cash and Treasury Management

- Monitor timely transfers of funds to the field and payments to vendors.
- Make sure there are enough financial resources in the field bank account.
- Prepare accurate and timely cash requests.
- Ensure timely reporting and invoicing.

Validating Transactions

- Ensure that all related transactions are validated according to policies and procedures.
- Ensure that all accounting transactions are properly authorized and supported by valid supporting documentation

Communications

- Represent the IFRC on an ad hoc as required basis at meetings with members and donors.
- Maintain regular and proactive dialogue with internal and external stakeholders with regards to relevant finance matters.

National Society Development

- Supporting member National Society development in matters of expertise (i.e. records keeping, accounting, financial reporting and financial management).

Duties applicable to all staff

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| 1. | Work actively towards the achievement of the Federation Secretariat's goals. |
| 2. | Abide by and work in accordance with the Red Cross and Red Crescent principles. |
| 3. | Perform any other work-related duties and responsibilities that may be assigned by the line manager. |

Position Requirements

| Education | Required | Preferred |
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| Relevant university degree in financial management accounting | X | |
| Professional qualification in finance or accounting | X | |
| Experience | Required | Preferred |
| Minimum 5 years of prior professional experience in accounting and finance management | X | |
| Minimum 2 years of prior experience working with a humanitarian organization, in a finance function, preferably in an emergency response setting | | X |
| Experience in working in an international environment, preferably with the United Nations or similar organization | | X |
| Extensive experience of budget preparations, cash-flow statements & financial plans, preferably with IFRC | X | |
| Experience in emergency response setting | | X |
| Experience of writing narrative & financial reports | X | |
| Knowledge and Skills | Required | Preferred |
| Advanced skills in computers (Windows, spreadsheets, accounting packages and word processing) | X | |
| Experience of and ability to use manual accounting systems | | X |
| Excellent professional communications skills | X | |
| Strong organizational skills, methodological and logical approach to tasks and problem solving | X | |
| Ability to organize, analyze and synthesize large amounts of information | X | |
| Able to present financial information clearly, orally and in writing | X | |
| Languages | Required | Preferred |

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| Fluent spoken and written Arabic and French | X | |
| Good command of English | X | |
| Competencies and Values (to be filled in by HR) | | |
| Values: Respect for diversity; Integrity; Professionalism; Accountability. | | |
| Core competencies: Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Building trust. | | |

Sign off by Line Manager

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| Name: | | Signature: | | Date: | |
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For internal use only

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| Classified by: | Date: |
| Approved by the Job Classification Committee: | Date: |
| Approved salary scale: | Salary Scale |