

Job Description

Job Title	Finance Assistant / Cashier (Morocco EQ Response)
Classification Level	G10
Organizational Unit / Duty Station (Department / Regional Office / Delegation... etc.)	IFRC Country Cluster (Tunisia & Morocco) - Support Services unit - Marrakech
Immediate Supervisor's Title	Finance Delegate (Morocco EQ Response)
Technical Manager's Title (if applicable)	Finance Officer - Marrakech (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 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs 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 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 delegations 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.

Job purpose

This position will be based in Marrakesh and will require travelling to field offices, as needed.

The main tasks of the Finance Assistant/Cashier is to provide cost effective day to day quality finance services that enhance the work efficiency of the Morocco Delegation, in accordance with Federation standard procedures, policies and regulations.

He / She contributes to the sound financial management of the funds spent by the delegation by observing strict compliance to all Finance Procedures and to all Finance Audit recommendations.

He / She contributes to the achievement of the Federation's Strategy for Implementation 4 to "ensure a strong IFRC that is effective, credible and accountable" and the role demands strict adherence to the International Federation of Red Cross and Red Crescent Societies' Code of Conduct.

Job duties and responsibilities

Treasury management and payments authorization (petty cash and bank)

Petty Cash

- Petty cash management (payment and receipts) for MAD currency.
- Ensure documents are stamped "paid" once paid
- Record petty cash transactions into D365 using correct Dimensions (codes)
- Making sure cash box is kept in the safe every day and combination locked
- Ensure sufficient original supporting documents, programme managers approval and compliance to IFRC finance procedure are all in place before making cash payment
- Undertake cash counts and reconciliation to journal balance daily
- Process cash payments without delay
- Monitor cash forecast and ensure petty cash has sufficient balance for payment

Bank

- Prepare all bank payments and submit to Finance Delegate for validation.
- Prepare intra-account replenishment and submit to Finance Delegate for validation.
- Liaise with the bank, payment investigation, sent the payment information and any necessary.
- Inform partner and supplier when the payment is made.
- Ensure payment is paid to the right account of supplier or staff.
- Ensure supporting document is complete as per IFRC procedure.

Working Advance (National Society, delegate & national staff)

- Check all finance documents working advance clearance including accurate calculation, coding dimensions, approved budget and valid original supporting documentations received from National Societies, delegates staff, and local staff as per IFRC standard Finance procedures.
- Perform transaction entries all working advance clearance into D365.
- Perform reconciliation and month-end balance, exchange rate converts between local currency and Swiss franc currency in Excel, sent the confirmation end balance to National Societies.
- Process working advance (WA) to national Society and staff on time.
- Reconcile the clearance of working advances according to Federation finance procedure (WA slip is signed when the money is given & returned, mission request form attached as evidence for request of WA for staff, reconciliation approved by budget holder and authorised persons, etc).
- Maintain an efficient and up to date filing of working advance system to National Societies in accordance with IFRC procedures.
- Identify any dormant working advance and follow up with National Society, delegate or staff concerned. Report back to Finance Manager on any pending outstanding.

Document management

- Perform the document filing system (electronically) for both physical and electronic.
- Ensure the electronic document is set the name according to the IFRC standard.

Other tasks

- Provide assistance in case of long-term vacancies, absence or illness to ensure support services' continuity.

Duties applicable to all staff

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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Diploma or Degree in Finance, Accounting, Business Administration/Management or any other related studies.	X	
Certified accountant		X
Experience	Required	Preferred
3 years' experience in finance and accounting roles	X	
3 years' experience in budget management	X	
Experience of working for the Red Cross/ Red Crescent Movement		X
Experience of working for a humanitarian aid organization		X
Knowledge and Skills	Required	Preferred
Advanced analytical skills (financial analysis)	X	
Self-supporting in windows standard programmes and expert in excel	X	
Skills in time management	X	
Knowledge of accounting software	X	
Languages	Required	Preferred
Fluent spoken and written English		X
Good command of French and/or Arabic	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; Creativity and innovation; Building trust.		

Sign off by Line Manager

Name:		Signature:		Date:	
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For internal use only

Classified by:	Date:
Approved by the Job Classification Committee:	Date:
Approved salary scale:	Salary Scale 1/2