



# Moroccan Red Crescent

## Job Description

<b>Job Title</b>	Finance Coordinator
<b>Classification level</b>	Coordinator
<b>Organizational Unit</b>	CRM Head Quarters, Rabat
<b>Title of Immediate Supervisor</b>	Head of Operations
<b>Duration of the commitment</b>	6 months

### Context

Created by royal decree in 1957, the Moroccan Red Crescent is a voluntary relief association, auxiliary to the civil and military authorities, with 8,565 volunteers across the country. As an auxiliary of the public authorities, the CRM supports the organs of the State while maintaining its neutrality and independence by complying with the principles and values of the International Red Cross and Red Crescent Movement.

The Moroccan Red Crescent is currently implementing a three-year response and recovery plan to support those affected by the Marrakech-Safi earthquake (September 2023). The plan includes aspects of relief (distribution of necessities), shelter, water, sanitation and hygiene, community health, first aid and psychosocial support, as well as disaster risk reduction through community-based and participatory approaches. The activities are implemented with the support of various RCRC partners.

### Purpose of the job

The Finance Coordinator is responsible for setting up a compliant financial system at the Secretariat level, including budget tracking, cash flow management, financial reporting, supporting field offices, liaising with its Partners and capacity building of MRC. The Finance Coordinator is responsible for all matters related to the day-to-day operations of the society while managing the risks and internal controls in place.

### Duties and Responsibilities

#### Risk Management and Internal Control

- **Budget Compliance:** Ensure that all expenses remain within approved budgets and deny non-compliant expenses.
- **Policy Implementation:** Support the implementation of financial policies and audit recommendations.
- **Financial Risk Assessment:** Conduct financial risk assessments for project proposals and maintain strong internal controls.
- **Process improvement:** Optimize existing processes and implement adequate internal controls to prevent budget overruns and ensure compliance.
- **Audit Support:** Support program and year-end audits and ensure compliance with donor requirements.

#### Financial management

- **Funds Management:** Manage funds and financial assets, including managing cash flow, payments, and costs.
- **Budget Preparation:** Prepares operating and program budgets and provides budgetary advice to the management.
- **Expenditure Analysis:** Analyse actual expenditures against budget forecasts and provides recommendations for any variances.
- **Transaction processing:** Oversee day-to-day transactions, manage cash, and bank payments.
- **Financial Expertise:** Provide financial management advice to project management as required.
- **Performance Monitoring:** Track key financial performance indicators monthly and advise on improvements.

## Financial Report

- **Management Reporting:** Prepare financial reports for management and donors as required.

## Cash Management

- **Funds Transfers:** Ensure the timely transfer of funds and the settlement of payments to suppliers.
- **Cash Flow Requests:** Prepare accurate and timely cash flow requests to maintain sufficient financial resources.

## Validation of transactions

- **Transaction Validation:** Ensure that transactions are validated in accordance with policies and supported by documentation.
- **Authorization:** Ensure that all accounting transactions are properly authorized.

## Branch development

- Ensure **timely cash request** is received from all branches. Transfer cash to the branches to ensure smooth running of activities.
- Follow-up on **monthly reports**. Validate the reports and provide feedback to the branch Finance staff in case of any irregularities.
- Submit timely **reports to the partners**.
- Carry out regular **field visits** and provide **training to field staff**.
- Request for monthly **cash and bank reconciliations** from all branches.

## Communication

- **Stakeholder engagement:** Represent the MRC in meetings with members and donors by maintaining a proactive dialogue on financial issues.
- **Capacity building:** Development of the National Society.
- **Support and Development:** Contribute to the development of the National Society in record keeping, accounting, financial reporting, and management.

## Selection Process

Interested candidates are invited to send their CV and a cover letter specifying the position applied for and the desired duty station to: **crm.crarecrutement@gmail.com**

The deadline for submitting applications is **December 28, 2025**. CRM reserves the right to modify this date if deemed necessary. Only shortlisted candidates will be contacted.

CRM is committed to the principles of equity, diversity, and inclusion.

## Job Requirements

Education	Required	Preferred
Relevant university degree or equivalent qualification in financial management and/or administration	X	
Relevant financial management training	X	
Practical experience in the fields of finance, administration, and/or logistics	X	
Experience	Required	Preferred
Experience in financial management, including cash book management, expenditure management, and reporting.	X	
Experience managing budgets and spreadsheets	X	
Experience in office or team administration	X	
Experience and ability to work in and provide oversight in a fast-paced environment with many processes	X	
Knowledge and Skills	Required	Preferred

Proven ability to work in a structured manner and set up transparent systems.	X	
Full proficiency in Microsoft Office, especially advanced Excel and experience with ERP systems such as Sage, SAP, Oracle and Microsoft Dynamics.	X	
Possess a valid driver's license		X
Excellent communication skills	X	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Speak and write Arabic and French fluently	X	
Good command of English	X	