



## **ABAAD-Resource Center for Gender Equality**

**Immediate recruitment- Finance/Admin Manager**  
**Duration: One year (renewable) - Part-Time position**

**ABAAD** is a non-profit, non-politically affiliated, non-religious civil association that aims to achieve gender equality as an essential condition to sustainable social and economic development in the MENA region.

**ABAAD** seeks to promote women's equality and participation through policy development, legal reform, gender mainstreaming, engaging men, eliminating discrimination, and advancing and empowering women to participate effectively and fully in their communities.

**ABAAD** also seeks to support and collaborate with civil society organizations that are involved in gender equality programs and advocacy campaigns.

### **JOB PURPOSE:**

To support the implementation of a quality and impact of projects and to ensure accurate timely and swift financial accounting of ABAAD different programs and meet local legal, organizational and donor reporting requirements.

**Post holder reports to:** ABAAD Director

### **KEY RESPONSIBILITIES**

- Maintain and develop financial and accounting systems and procedures to ensure compliance with ABAAD financial standards and policies and legal and donor requirements
- Prepare timely, accurate and high quality monthly accounts (cash books, bank reconciliation, cash counts, various registers and journals)
- Financial monitoring of expenditures as per approved funds and budget lines (i.e. procurement/admin costs, salaries, direct project costs etc.)
- Ensure and archive all documents related to internal financial systems of ABAAD and all funded projects (pay roll of staff through bank account, cash

management, segregation of duties, back up documents for expenses are in place etc.)

- Ensure collection and analysis of information required for all accounting purposes
- Supervise the preparation, application and development of the accounting systems and methods, which includes preparation of receipts, monitoring of invoices, verification of project's expenditures' supporting documents, the identification of the profit - cost centres, in addition to controlling and analyzing the cost of the various processes
- Maintain all records related to transactions made in relation to projects
- Control and supervision of all financial and accounting activities implemented and ensure the application procedures for the collection and cash payments and follow up in order to assess their effectiveness and develop the bank's financial situation
- Assessing the financial situation of the organization and suggesting the best practices that contribute to its improvement and development
- Preparing timely and accurate monthly financial projections and cash-flow forecast;
- Collect bids and quotations and archive all bills and expenses
- Identify the need for stationery, office supplies , material and items needed and coordinate purchases and settlement of expenses
- Handle purchasing & reimbursements (stationary, phones, Internet, taxes..etc)
- Provide project's budgets and breakdowns as appropriate and requested from ABAAD Director & partners/Donors;
- Developing yearly financial budget of ABAAD

### **SKILLS & COMPETENCES**

- BA degree in accounting or business administration
- At least 5 years of work experience in accounting including budgeting, year-end accounting, provision and development of financial reporting
- NGO experience is a plus
- The ability to analyze and draw conclusions based on scientific facts
- Accuracy and flexibility
- Ability to work independently with a minimum of supervision;
- Strong conceptual, planning and analytical skills, and demonstrable ability to think strategically and practically
- Effective time management, ability to plan workloads and demonstrate accountability for outputs

- Strong interpersonal skills and ability to work with diverse groups (i.e. governmental departments, NGOs, staff..etc)
- Good command of English (speaking & writing). Fluent in spoken and written Arabic
- Good communication, problem solving, decision making & negotiation skills
- Demonstrable experience of project financial reporting including to donors
- Professional knowledge of the methods of financial analysis and the methodology for the preparation of budgets
- Professional knowledge of applicable laws, rules, regulations and/or policies and procedures of the Central Bank
- Professional Experience in the use of Financials Systems/Software
- Respect to diversity and support the mainstreaming of gender in the organization and contribute to a more equal society through gender conscious behavior, role modeling, and openness towards capacity building
- Ability to train and coach others

***ABAAD is an equal employment opportunity organization.***

**Applicants should send their CV and a cover letter that includes expression of interest by email to [ghida.anani@abaadmena.org](mailto:ghida.anani@abaadmena.org) no later than February 21<sup>st</sup> and include the job name above in the email subject and cover letter. Applications received after end of business day on closing date will not be considered.**