

VACANCY: PROGRAMME FINANCE MANAGER, LEBANON

Location: Lebanon

Job Title: Programme Finance Manager

Starting date: 1st November 2017

Expected duration: 12 months renewable

Application deadline: 22nd of September 2017

Application procedure: send CV to job.openings@gvc-italia.org, reference L9; only shortlisted candidates will be contacted.

Job Description

GVC is working in Lebanon since 2006 in emergency, development and LRRD activities but since the beginning of 2013 is mainly active in the country responding to the impact of the Syrian crisis both in direct support of the refugees as well as the hosting communities.

The main sectors of interventions are Education, Protection, WASH, Shelter, Livelihood and main donors are EU, ECHO, AICS, OCHA and UNHCR.

Within this framework, GVC recruits a Programme Finance Manager who will be responsible to carry on the administrative tasks in the framework of Trust Fund funded programs (the actual estimated budget managed by GVC is 20 million euros).

The recruited person will be under the direct line management of the Regional Finance Manager.

Main Responsibilities

General Administration: Track and manage deliverables and timelines related to grants, contracts, vendors, and partners ∞ Monitor grant administration to ensure compliance with reporting and expenditure requirements ∞ Supervise compliance of administrative documents and their proper filing ∞ Ensure the smooth flow of administrative information and data to the Regional Finance Manager and Programme Manager ∞ Supervise flow of administrative information from project partners and the compliance with MoU.

Accounting: Grants regular accounting, including monthly reconciliations, monthly and yearly closing of accounts, monthly journal entries.

Financial Reporting: Draft financial reports in coordination with Regional Finance Manager.

Budget and planning: Collaborate with the Project Managers to monitor actual and forecasted expenses against budget to avoid under and overspending on the projects ∞ Monitor financial flows of the programmes.

Audit process: Collaborate to the management of financial audit performed on the projects/programmes.

Procurement: Check the proper filing of procurement procedures ∞ Collaborate with the Project Manager to update procurement tables.

Required qualifications and experience

Education: Bachelor's degree or higher in Accounting, Business, Management, Finance, or in another field if combined with deep relevant experience

Experience: A minimum of 3 years of progressive experience in finance, administration, budget, business administration or related field is required; Experience in budget preparation, budget monitoring and analysis are required. Experience in project or program management of development or humanitarian projects is also required; A minimum of 1 year of work in developing countries is required; Knowledge of administrative and financial procedures of EU, UN and Italian Ministry of Foreign Affairs is an asset; Excellent verbal and written communication, interpersonal and team skills; Capacity to work under stress; A good problem-solver with demonstrated resourcefulness in setting priorities and creating efficiencies; Ability to take initiative, integrity, credibility and a desire to increase responsibilities and develop leadership skills; Excellent computer skills including full working knowledge MS Office, and Internet.

Language requirements: Fluency in English and Italian both written and verbal; knowledge of Arabic is considered to be assets