

VACANCY: FINANCE MANAGER, OPT

Location: oPt – Ramallah

Job Title: Finance Manager

Starting date: 24th September 2017

Expected duration: 6 months renewable

Application deadline: 31st of August 2017

Application procedure: send CV to job.openings@gvc-italia.org, reference P7; only shortlisted candidates will be contacted.

Job Description

GVC has been active in the occupied Palestinian Territory (oPT) since 1992; historically has implemented activities including rehabilitation and provision of WASH assets and infrastructures; rehabilitation and provision of livelihoods assets; reinforcement of health and education services; supporting good governance. Currently GVC works in both humanitarian aid and development, aiming to:

1. Provide access to basic services and available natural resources.
2. Strengthen the protection of vulnerable communities through an integrated community-based approach.
3. Enhance socio-economic development.

At present, the main donors are Italy (AICS), Belgium (DGD), the EU (DG ECHO), UNICEF and Italian Decentralized Regional cooperation.

Within this framework, GVC recruits a Finance Manager who will be responsible to coordinate the administrative department in GVC country coordination office in Ramallah with frequent missions in the operational offices based in Hebron and Gaza.

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 HQ; Supervise flow of administrative information from project partners and the compliance with MoU;

Accounting: Supervise and approve regular accounting, including monthly reconciliations, monthly and yearly closing of accounts, monthly journal entries;

Financial Reporting: Prepare financial reports in coordination with HQ; Supervise and approve annual financial report;

Budget and planning: Collaborate with the Country Director, Sectors Coordinators and Project Managers to develop budgets; Collaborate with the Project Managers and Sector Coordinators to monitor actual and forecasted expenses against budget to avoid under and overspending on the projects; Monitor financial flows of the projects; Coordinate the preparation of core budget of GVC in OPT;

Audit process: Collaborate to the management of financial audit performed on the projects; Supervise yearly financial audit on general accounting for local authorities; Prepare information and be directly responsible for any assessment/audit performed by donor on GVC administrative procedure;

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

Procedure: Design and implement administrative routines, procedures, and systems to increase efficiencies; Ensure compliance with and develop procedures to implement organizational policies;

Operational: Supervise administrative and finance local personnel to complete routine tasks and provide for their capacity building;

Human resources: Participate in analyzing staffing needs & costs, compensation & benefits, and performance review practices; Supervise compliance with all GVC employment regulations relating to payroll, health insurance, work insurance, and employee benefits; Support Country Director to monitor and revise where necessary salary scale.

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