

UBW # 100168
IEA # 618



Finance Officer – Morocco

Nationally Recruited Staff

Reports to: Office Manager - Morocco and functionally to the –Finance Operations Manager based in Cairo, Egypt.

Location: Rabat, Morocco

Advertisement date: September 22, 2019

Closing date: October 20, 2019
(or until the position is filled)

Main purpose of position

ICARDA's research projects and operations are funded by grants from international donors.

The ICARDA Finance Unit encompasses four functions: Operations (General Accounting), Treasury, Project Finance and Budget. The Finance Unit managers are based in Cairo, Egypt.

In support of the Office Manager and under the technical oversight of the Headquarters Finance Operations Unit, the Finance Officer (FO) position will lead the Finance function in Morocco. The FO is responsible for ensuring that the financial information provided by the Morocco office is reliable, that the financial management in Morocco office complies with ICARDA Policies and that financial risks are mitigated appropriately.

This position covers General Accounting, Treasury and Internal control as it applies to financial management. The FO will supervise an Accountant and an Accounting Assistant. /S/he must work closely with budget holders, service requesters and other functions within Administration in Morocco, especially procurement. S/he must also interact with the banks, suppliers and other external parties.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by CGIAR, a global research partnership for a food-secure future.

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society organisations, national agricultural research organizations, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Dalia Bldg. 2nd Floor | Bashir El Kassar Street, Verdun Area | P.O. Box 114/5055 | Beirut, Lebanon
Tel: +961-1-813301/3 | Fax: +961-1-804071



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Main responsibilities

The incumbent will report to the Office Manager and will be technically supervised by Headquarters Finance. S/he will have the following responsibilities:

Accounting and Analysis

- Ensure accurate and timely recording of transactions, based on proper documentation, and authorization and compliance with ICARDA policies and established practices. The Finance Officer is responsible for posting transactions into the ERP system.
- Analyze accounts receivable and payable at least twice a month and ensure that:
 - All balances are up to date and accurate,
 - Advances to staff, collaborators (partner organizations) and suppliers are settled in a timely and appropriate manner,
 - Accounts payable balances are accurate and reconciled with quarterly statements from key suppliers.
- Ensure in particular that:
 - Invoices and goods/service received notes are recorded accurately and in a timely manner in the system,
 - Internal User Charges are recorded in a timely and accurate manner (e.g. use of the Office Motor Pool),
 - Travel Expenses, including claims, are processed and posted in a timely and accurate manner and comply with the Travel Policy,
 - Staff benefits claims are processed and posted in a timely and accurate manner and comply with the Human Resources Policy.
- Coordinate with and assist the Project Finance Unit to ensure that all expenses for a particular grant are fully recorded before the end date of the grant,
- Organize and carry out monthly and annual close in coordination with HQ and in compliance with established procedures,
- Organize the response to audit queries in the context of the yearly organizational audit or project audits,
- Coordinate safekeeping and proper archiving of financial records and data,
- Provide data to measure financial management effectiveness and make recommendations accordingly.

Cash Management

- Ensure that payments are made in a timely and accurate manner to suppliers, staff, governmental entities and other payees,
- Ensure that receipts are recorded in a timely and accurate manner,
- Prepare monthly bank and cash reconciliations according to ICARDA procedures,
- Project cash needs for the Morocco office based on information in the ERP complemented by regular conversation with budget holders, procurement and administration,
- Coordinate transfers from Headquarters with Treasury-Cairo,
- Proactively manage the banking relationships in Morocco. Ensure that the banks provide timely and cost-effective services to ICARDA,
- Protect ICARDA cash holdings from exchange rate risks to the extent possible,

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- Ensure that payments in cash are minimized and identify ways to decrease them in value or frequency.

Other technical responsibilities

- Ensure that the payroll prepared by Headquarters is accurate,
- Ensure that the control system over payments for casual labor is continuously effective and properly documented,
- Ensure that the fixed asset list maintained for Morocco is comprehensive and accurate. Coordinate physical counts and/or reconciliations as needed,
- Ensure all VAT-exempt transactions are processed free of VAT,
- Help budget holders ensure proper monitoring of contracts,
- Ensure that the insurance coverage is appropriate in view of the evolving risks,
- Organize the financial control system for more complex transactions (e.g. construction projects).

Supervision

- Ensure that the finance team in Morocco is well organized, motivated and performs well,
- Ensure that the team is service-oriented as well as compliance-oriented,
- Organize the work of the unit ensuring expected results and timelines are clearly communicated,
- Provide support, coach and guide team members as needed,
- Ensure that finance staff are familiar with and can use the ERP effectively,
- Ensure job descriptions are up-to-date, annual performance plans are prepared and reviewed in a timely and consultative manner.

Function management and Internal Control

- Interact frequently with Cairo- Operations, Treasury and Project Finance both to obtain information to carry out tasks properly and to provide information to Cairo to ensure that Finance-HQ is aware of challenges and issues on which it should take action,
- Ensure that actions are continuously taken by the finance unit and others in Morocco to ensure that management and operational practices embody a strong value for money approach.
- Ensure that the highest standards for prevention of fraud and misuse and other elements of compliance with internal policy and donor regulations are in place throughout the Morocco operations,
- Participate in the regular maintenance of the financial risk register by HQ,
- Proactively participate in the development and implementation of an appropriate set of finance policies and procedures,
- Proactively participate in the development of improved ERP capabilities and use,
- Help identify areas of vulnerability in the area of compliance and internal control more generally and help develop and implement corrective actions,
- Help ensure that all staff understand and know to apply the ICARDA financial and administrative policies and procedures,

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- Proactively participate in global initiatives and improvements undertaken in the Finance function; reflect global plans in team and personal plans; work towards achieving objectives set for the Morocco team.

Education, qualifications and experience

Essential qualifications and experience

- University degree (Bachelor's or equivalent) in Accounting. Certified Public Accountant or Chartered Accountant is preferred;
- At least 6 years of progressive experience in financial management;
- Experience in managing a team;
- Experience with an ERP; and proficiency in the use of MS Office and Excel in particular;
- Excellent interpersonal skills;
- Demonstrated ability to build and maintain good working relationships across organizational functions and locations;
- Demonstrated ability to balance the provision of services with the need for compliance with internal and external requirements;
- Proven ability to detect and solve problems;
- Excellent time-management skills, ability to plan and manage the work of the team to deliver on time;
- Strong attention to details;
- Demonstrated ability to work in a multidisciplinary and multicultural work environment;
- Excellent written and oral communication skills in English.

Desirable qualifications and experience

- Master's Degree in either Finance, Business Management or Accounting;
- Experience in an international organization;
- Experience with UBW system.

Terms of appointment, salary and benefits

This is a nationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, medical insurance, 30 days of annual leave, five months' maternity leave, 15 days' paternity leave. The successful candidate will be offered an initial contract of 3 years, renewable subject to satisfactory performance. The first year will be probationary period.

How to apply

Please apply online at www.icarda.org/iea/ by October 20, 2019.

ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from qualified women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.

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