

TITLE: Finance Assistant	
TEAM/PROGRAMME: Finance Team	LOCATION: Cairo
GRADE: 5	CONTRACT LENGTH: 08 months
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: Finance Assistant is responsible for providing assistance with incoming and outgoing financial transactions. The responsibilities also include maintaining bank as well as cash books, daily reconciliations, consolidating approved documentations (Receipts, Bank transactions, Vouchers, GRN, etc...), preparing vouchers, recording transactions according to SCI guidelines, filing and assisting during month end closure and audits.</p>	
<p>SCOPE OF ROLE: Reports to: Finance Officer Staff reporting to this post: None Budget Responsibilities: None</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Check payment requests, claims, bills, invoices, and other supporting documents before payments to ensure the completeness of the documents, approval with clear and specific charging notes. • Communicate with the medical and program team for issues related to the medical claims • Preparing the final deduction sheet for medical claims • Communicating with medical service provides and reply to their inquiries related to claims • reporting issues related to FWA of medical service providers • Prepare audit samples and coordinate reply to audit queries • Prepare Payment vouchers (PVA), Cash Receipts (CR), Cash Transfers (CT); General Journal vouchers – • JVs on daily basis. • Responsible for Bookkeeping and ensure all daily transactions has been booked on FMS-Agresso/GLACOS. • Writing the checks and process online transfers & maintenance of the bank books on a daily basis to ensure all outstanding checks are accounted for. • Processing Accounts payable (Cheques & Transfers) in weekly bases for supplier liabilities • Handle all authorized petty cash payments • Provide cash advances to program and admin staff and working to settle procurement, training and travel expenses. Ensure proper budget coding approvals from the authorized person and deliver the checks to concerned parties on timely basis. • Maintain finance documents in an orderly and secure manner. • Scanning all financial documents on monthly basis. • Keep the confidentially of financial information including budget, bank balance and cash. • Assist during year end as well as grant specific audits. • Any other related tasks as requested by Supervisor 	

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

University degree in Finance/ Accounting or another similar field

EXPERIENCE AND SKILLS

- 1-2 years of relevant work experience in budgeting and budget management, especially on finances/grants management in an international organization.
- Good analytical skills – the ability to analyse complex financial data and design and produce effective management information.
- Previous experience in developing and amending partnership agreement, budgets, and close out, etc.
- Excellent understanding of local law and regulations applicable to local NGOs
- Excellent analytical skills – the ability to analyse complex financial data, design and produce effective reports for management information.
- Understanding of financial systems and procedures.
- Experience of computerised accounts packages, Excel, PowerPoint and Word.
- Good sense of responsibility.
- Excellent organizational & communications skills
- Good proficiency in spoken and written English
- Good computer skills especially in spreadsheet & data analysis (excel & access) and familiarity with accounting software is preferred.
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches

Additional job responsibilities The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.	
Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by: Director of Finance	Date: March, 2024
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: