

TITLE: Finance Assistant	
TEAM/PROGRAMME: Finance Department	LOCATION: Cairo
GRADE: 5	CONTRACT LENGTH: 12 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: The Finance Assistant performs major roles in finance, including implementation of internal SCI accounting and provision of finance SCI procedures in order that the Egypt programme is run in a cost-effective and efficient manner in the fulfilment of its strategic aims.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE: Reports to: Finance Manager Staff reporting to this post: Finance Clerk Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Prepare cheques, bank transfers and update bank book for all SCI bank accounts. • Prepare monthly transactions through GLACOS template on weekly basis. • Responsible for all cash deposits and request the bank statements for all SCI bank accounts. • Prepare bank correspondences and follow-up with the bank to solve errors and queries. • Review/reconcile quarterly withholding taxes and ensure timely payment of taxes. • Assist in monthly closure and prepare the month end transactions, TB accounts clearing. • Review payment requests and petty cash. • Deliver cheques to SCI staff and suppliers. • 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. • Assist during year end as well as grant specific audits. • Perform other duties and functions as assigned 	
<p>BEHAVIOURS (Values in Practice)</p> <p>Accountability:</p> <ul style="list-style-type: none"> • 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. <p>Ambition:</p>	



- 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

Bachelor degree in Accounting or Finance

EXPERIENCE AND SKILLS

- Recommended a minimum of 2-3 years in finance & accounting experience an INGO environment.
- 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: Finance Director

Date: March, 2024

JD agreed by:

Date:

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



Save the Children

Updated By:	Date:
Evaluated:	Date: