

Position Name (Title) :	Accounting team Lead	Position Level:	11
Reporting to (Title) :	Finance Head	No. of Direct Reporters:	3-4
Version:	2023	Sector /Department/Section :	Finance

Position Reporting Lines



Main Job Purpose

Supervise a team of Project Accountants (from 3 to 4 Accountants), including the provision of the required guidance and technical support to Project Accountants. The position is also required to support the other CARE's general financial management functions. S/he would assist in developing and providing financial training to CARE Egypt staff and Partners.

Objectives

- Grants agreements/sub agreements are implemented according to donors' regulations and CARE policies.
- Ensure Effective collaboration with Program team in Managing grants and sub-grants.
- Ensure Donors' reports are accurate and submitted on time.
- Greater effectiveness in Managing CARE Budgets in light of donors' approved budgets.
- Effective and efficient Management for CARE's Sub-grants, this includes partners' capacity building and timely settlement of sub grants advances.
- Accurate budgeting and costing for new project Proposals.
- Timely collection of Donors advances and receivables.
- Sound internal control system are maintained and followed.
- Accurate and reliable Accounting information are maintained by the organization.

Accountabilities

1. Provide Supervision, support and guidance to team of Project Accountants (from 3 to 4) responsible for managing their performance & agree on required development.
2. Supervise/and support his team in grant management process to ensure full compliance and Adherence to CARE policies and guidelines in addition to donors' regulations.
3. Approve the financial requests with value of EGP 50,000 and above for the projects assigned to his team before its processing and payments are made. He also required to do sample review of request below the 50,000 to ensure adequacy of supporting documents and policy application.
4. Review and approve all financial reports prepared by Project accountants' team, including the fund balances reconciliations, to ensure accuracy and timely submission.
5. Provide support and guidance to Project accountants team, in the analysing financial reports information and to alert programs with issues identified and actions needed (such as burn rates per line items, Match requirements, etc).
6. Support the proposal Development by preparing proposal budgets and budget Narrative as requested by program team.
7. Supervise and support his team in projects and financial statement Audits preparation, this include planning for audits schedules, preparation of audit contract/ TOR, and clearing any findings.
8. Work jointly with Finance head in preparing CARE's consolidated annual budgets. And lead his team in Project annual plan/budget Preparation.
9. Contribute in the management of CO's general financial aspects which includes, financial support to other units/departments, staff benefits accruals, maintaining sub-ledgers, and monthly cash flow.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Finance head as direct supervisor. • Finance staff. • Program / Unit Managers • Shared service centre Accounting and grants staff. • 	<ul style="list-style-type: none"> • Donors • Partners and Sub-recipients • External Auditors. • MOSS

Working Environment

The position follows the normal working environment of the organization.

Indoor: 95%

Outdoor: 5%

Working Hazard: 0%

Working Days: 5 days per week

Days Off: 2 days per week

Working Hours: total 8 hours with flexible start time from 7.30am to 10.00am)

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	From 25 to 75 Million EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Promote Supervised Employees
	Approve Hiring New Employees
Consequence of Error	Impact Own Department
CARE Skills	Level 4

Job Requirements

Education:	University Degree in Finance or Accounting
Experience:	5 years of experience in an NGO is preferred.
Computer Skills	Proficient in Excel, ERP experience is preferred
Languages:	<ul style="list-style-type: none"> • English • Arabic

Reports

- Monthly and quarterly Donors Reports.
- Monthly Sub grants Advances balance report.
- Monthly Donors' receivable/payable reports.
- Monthly Trail Balance Analysis report.

Signatures

		Date
Employee		
Manager		
Human Resources		
