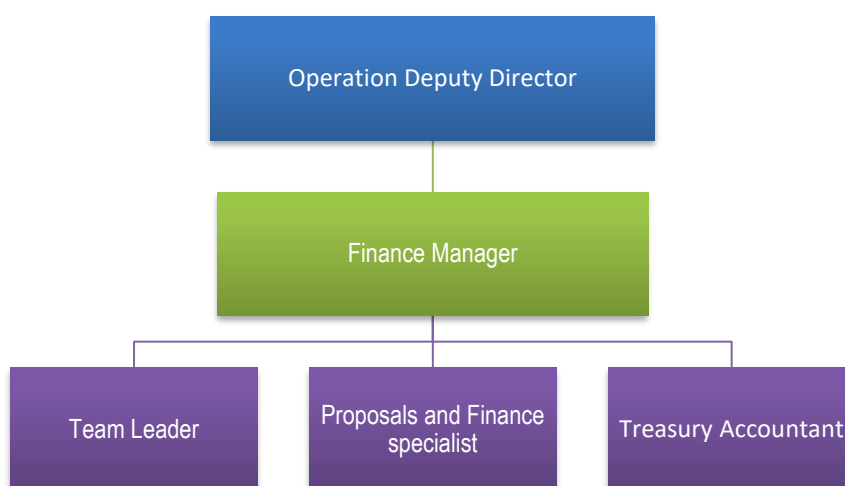


Position Name (Title) :	Finance Manager	Position Level:	TBD
Reporting to (Title) :	Operation Deputy Director	No. of Direct Reporters:	3 - 4
Version:		Sector /Department/Section:	Finance

Position Reporting Lines



Main Job Purpose

- Lead the planning and management processes for CARE Egypt financial resources. Enforce the application of CARE's control procedures, financial/accounting policies, and donors' regulations. Manage the country office's financial performance. Participate in strategies setting, annual planning, and the decision making process. Maintain CARE Egypt's effectiveness, efficiency, and relevance.

Objectives

- Maintain the financial system for CARE Egypt.
- Protect the organization's assets.
- Maintain reliable financial information.
- Ensure timely reporting.
- Ensure customers' satisfaction regarding the financial services.
- Maintain CARE Egypt's effectiveness, efficiency, and relevance.

Accountabilities

1. Lead the financial resources planning and management processes to ensure the financial accuracy of Care Egypt including budgeting preparations/monitoring process, pipeline, and treasury activities.
2. Enforce the application of CARE Egypt's control procedures, financial/accounting policies, and donors' regulations to ensure the protection of organization's assets.

3. Manage the country offices' financial information system processes to ensure the data accuracy and timely month closure.
4. Review and analyze the financial performance, discuss and agree on corrective actions needed to maintain effective financial management.
5. Manage the finance department staff including guidance, coaching, performance management, development plans to maintain staff morals and effective preparation of country office budgets.
6. Participate as member of Program Support/Program team in the country office long range strategies setting, annual planning, and the decision-making process to maintain CARE Egypt's effectiveness, efficiency and relevance.
7. Guide the finance team during Audits and ensure the implementation of audits recommendations.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Operation Deputy Director • Finance staff. • Programs • Project / Unit Managers 	<ul style="list-style-type: none"> • Donors • Other Care International members • Partners and Sub-recipients • External Auditors.

Working Environment

The position follows the normal working environment of the organization.

Indoor: 95%

Outdoor: 5%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: from 7.30am to 4.30pm (total 8 hours with flexible start time from 7.30am to 10.00am)

Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	From 300 Million to 1 Billion 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 6

Job Requirements

Education:	<ul style="list-style-type: none"> • University degree in Finance or Accounting • A worldwide recognized professional certificate such as CPA,CMA is preferred
Experience:	<ul style="list-style-type: none"> • 5 to 10 years' experience in non-profit financial, budgeting, accounting, financial reporting, grants/contract management, and business management
Computer Skills	<ul style="list-style-type: none"> • MS Office
Languages:	<ul style="list-style-type: none"> • English • Arabic

Reports

Report Name
pipeline reports
Financial performance analysis reports
Budgets monitoring reports
Any other financial reports required to support the management in decision making

Signatures

		Date
Employee		
Manager		
Human Resources		
