

Position Name (Title) :	Finance and Admin Director	Reporting to (Title):	Chief of Party
No. of Direct Reporters:	6		

Ending Violence against Women's and Girls in Egypt - USAID

Position Reporting Lines



Main Job Purpose

- Provide leadership and direction to the finance and operations team with close oversight of project finances, including financial analysis and accounting management.

Accountabilities

1. Support the Chief of Party in day-to-day financial and operational management; ensure that the program meets all CARE, USAID and host country regulations and requirements.
2. Establish efficient financial and operational systems and processes including start up activities, internal audits, compliance, and risk management.
3. Lead the annual budgeting process and review all financial plans and budgets, monitoring progress and changes.
4. Manage project procurement and human resources as needed.
5. Track and analyse all costs incurred under the award.
6. Advise senior management on burn rates and other programmatic considerations; provide complete and compliant required reporting; and maintain financial records for all program activities.
7. Oversee sub-grantee budgets and expenditures; provide relevant capacity building on financial and operational requirements for local partners as needed.
8. Supervise a small team of finance and operations staff.
9. Ensure that appropriate financial record-keeping policies and practices are established and maintained throughout the life of the program.
10. Oversee office operations, expenditures, staff and transportation/vehicles.
11. Liaise with CARE's home office financial, compliance and field operations teams.

Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> Project Team members Support staff 	<ul style="list-style-type: none"> CARE USA USAID Partner Organizations Project's Stakeholders Governmental Entities

Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%

Outdoor: 30 %

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Make Expenditure on a Predefined Budget
Budget Amount	From 150 to 300 Million EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact Own Department

Job Requirements

Education:	<ul style="list-style-type: none"> Master's degree in finance, business, economics or relevant field preferred; additional years of experience in lieu of a masters is acceptable
Experience:	<ul style="list-style-type: none"> At least eight plus (8+) years of experience managing finances, operations and administration of international donor-funded programs. Experience managing USAID cooperative agreements and/or contracts as well as the implementation of donor priorities including localization preferred. Experience managing complex activities involving coordination with multiple program partner institutions. Demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners. Demonstrated commitment to principles of Gender Equity, Diversity, Belonging and Inclusion. Demonstrated commitment to Prevention of Sexual Exploitation and Harassment (PSEAH). Strong oral and written communication skills; excellent demonstrated interpersonal and negotiation skills. Team management experience.
Computer Skills	<ul style="list-style-type: none"> Advanced Computing and Applications
Languages:	<ul style="list-style-type: none"> Written and oral fluency in English and Arabic (Egyptian dialect preferable) is required.

Signatures

Employee		
Manager		
Human Resources		