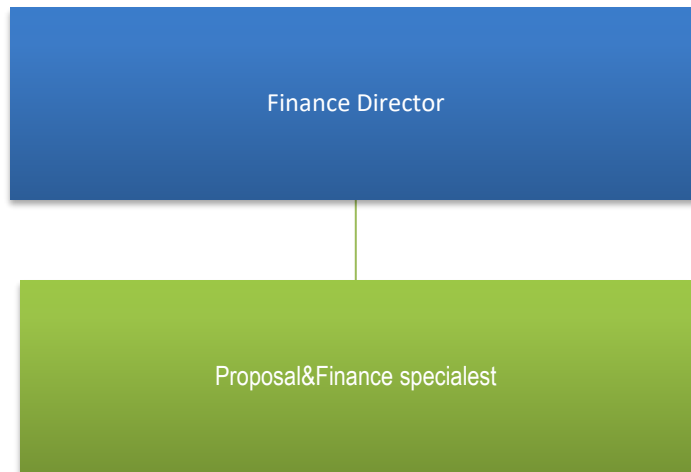


Position Name (Title)	Proposal and Finance specialist	Position Level:	10
Reporting to (Title) :	Finance Director	No. of Direct Reporters	NA
Version:	July 2024	Sector /Department/Section :	Finance

Position Reporting Lines



Main Job Purpose

Proposals and Finance Specialist is an integral member of the proposal development team, S/he is the lead person for cost proposals preparation to produce accurate, reasonable, and high quality Budget and budget Narratives (70%). Proposal and Finance Specialist also support the continuation of finance functions for Care Egypt Foundation and contribute in maintaining a high level of finance control and compliance to financial policies and processes.

Objectives

- Accurate, high quality and reasonable costing of new Proposals budgets and budget Justifications.
- Contribute in new proposal budget negotiation, and reviewing donor’s agreements of won proposals.
- Contribute in Maintaining high quality of general financial management such as Payroll, Benefits accruals, month/year end close, and accounts reconciliation.
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Accountabilities

1. Undertake the lead of cost proposal preparation, responsible for providing financial operation and salaries data during the budget preparation in addition to compiling & validating the budget components with the budget holder & ensure full cost recovery.
2. S/he analyses the accuracy and determines the essential cost elements needed for each proposal submission”, ensuring the reasonableness of the budgeted figures.
3. Coordinate and prepare the Budget narrative in cooperation with proposal development team ensuring high quality/ reasonableness of Budget Justifications.
4. Act as the point of contact for negotiation on the proposal budgets and upon approval of the award review the terms of agreement with the donor to maintain organization’s interest and responding to different donor inquires and requests until the contract finalization stage.
5. Responsible for Match requirement validation and approvals are exist before proceeding with funding opportunity. Also to make sure that Go No Go documentations are completed.
6. Stay abreast of changes in different donor regulations.
7. Support monthly accounting functions such as Time entry review, payroll review and processing, and other staff benefits accruals recording.
8. participating in CARE Egypt Foundation Annual Budgeting for pipeline proposals with high probability.
9. Participating in monthly and year End closure

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none">• All Departments	<ul style="list-style-type: none">• Donors• Auditors• Partners•

Working Environment

The position follows the normal working environment of the organization.

Indoor: 100%

Outdoor: 0%

Working Hazard: Low

Working Days: 5 Working days

Days Off: 2 days

Working Hours: 8 Hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	Preparing Forecast for a Core Function
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks
CARE Skills	Level 3

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

Signatures

		Date
Employee		
Manager		
Human Resources		
