

## **CISP – COMITATO INTERNAZIONALE PER LO SVILUPPO DEI POPOLI**

Figura Richiesta: **Country Administrator** Destinazione: **Palestina** Scadenza Vacancy: September 30, 2018  
Duty Station: **Jerusalem** Duration: 12 months renewable Tentative starting date: September /October 2018

### **Requirements:**

- a) Past working experience in financial management positions with sound understanding of working with an international NGOs / cooperation agencies. Past working experience in Palestinian Territories is an asset
- b) University degree in fields relevant to the position (accounting, finance, business administration, economics or other similar fields)
- c) Proven knowledge of computerized systems and demonstrable experience of working with computerized accounting packages and spreadsheets
- d) Proven knowledge on grant accounting & sound experience with donors funding regulations, procedures & reporting requirements (in particular: EU, Italian Cooperation, UNICEF, OCHA, etc.)
- e) Experience / skills in procurement procedures and tendering. Background and knowledge of EC, Italian Cooperation, and UN Rules and Regulations, as well as projects' management systems, administrative and procurement procedures, tendering, etc. is a preferential asset
- f) Ability to work as part of a team, adopt a consensus based approach and work effectively through others
- g) Excellent understanding & experience of programme, financial and operational management processes
- h) Experience / skills in projects' financial planning, administration, reporting
- i) Excellent interpersonal skills with ability to communicate accounting concepts and principles to people with limited accounting knowledge.
- j) Fluent written and spoken English is required. Knowledge of Arabic is an asset
- k) Ability to work effectively in a fast-paced, stressful environment. Flexibility, availability to perform other duties. Availability to work in security volatile context

### **Functions:**

- Support project managers in preparing and monitoring project budgets; review financial-related aspects of grants contracts and modifications
- Prepare financial reports to donors ensuring they are accurate and financial rules and regulations are met
- Monitor proper management of cash flow ensuring liquidity at all times including preparation of cash flow forecasts on regular basis
- Review, approve, track, report transfers requests to the HQs; monitor payments from donors and to partners
- Ensure the management of cash and treasury including timely and accurate payments of suppliers and locally hired short and long-term staff. Ensure cash and banks accounts are regularly reconciled. Manage and oversee projects inventory, capital equipment and issues related to offices management
- Ensure detailed and accurate records of all financial transactions are maintained physically and electronically in accordance with generally accepted accounting principles
- Provide training and briefings for financial and non-financial staff in order to ensure compliance with relevant financial and reporting procedures
- Managing and checking procurement procedures (tender docs preparation & offer requests, opening and evaluation reports, contracts' signature, payment procedures, etc.)
- Support in the preparation of the budget of new proposals including budgets for the partners and review the same ensuring cost effectiveness and clarity
- Directly manage finance and logistic staff and perform yearly review; assist, when required, in the recruitment, interview and selection of new staff

Interested candidates should send their **CV to both the following addresses**

[falcitelli@cisp-ngo.org](mailto:falcitelli@cisp-ngo.org) AND [palestineCISP@cisp-ngo.org](mailto:palestineCISP@cisp-ngo.org)