

## FINANCIAL OFFICER(S)

### Reports to: Chief Financial Officer (CFO)

- Assists the CFO on all matters related to the Financial Planning, Accounting, Taxation and Analysis.
- Assists the CFO in the preparation of an annual Program budget for the entire Compact period, as well as detailed budgets on a quarterly basis in coordination with the Projects, Fiscal Agent, and Implementing Entities.
- Provides quarterly information on contracts and financial disbursements needed to track Compact process milestones and timeline/completion risks.
- Assists the CFO, in coordination with the Project Directors, in estimating the future commitment and cash flow requirements for each Project for each period, and ensure that all accompanying reports are delivered according to the required schedule.
- Monitors expenses against budgets to ensure adequate resources and control of funds.
- Assists in the development of the operating budget for the MCA-Morocco.
- Assists the CFO in all accounting and record keeping.
- Assists in the preparation of the financial reporting required by the Government of Morocco for MCA-Morocco as a public institution.
- Ensure compliance with local taxation regulations and the tax exemption process.
- Assists in the processing of invoices for all expenses from accounts of the MCA-Morocco.
- Ensure the accuracy of all the payment documents and invoices submitted for approval;
- Assists the CFO in developing and managing all program financial reports, including special reports required by the MCA-Morocco or the Board of Directors.
- Assist MCA-M, IE teams or other MCA-M provider in case of any question, dispute related to payment rules and operations.

## Qualifications and Experience

- Advanced university degree in accounting, finance, business administration, or other relevant field of study.
- Professional certification as a Certified Public Accountant (CPA), Chartered Accountant, or equivalent (preferable).
- Approximately five (5) or more years of professional experience. Experience in a financial management position of a project or company having an annual budget of more than \$3 million USD is preferred.
- Proven skills and experience, especially, in financial management related activities.
- Ability to develop complex budgets and manage all related financial transactions.
- Experience in financial management systems and processes.
- Full computer skills in email, word processing, spreadsheets, the Internet, and familiarity with Management Information Systems.
- Fluency in French and Arabic with excellent written and verbal communication skills in English (desired).