



TERMS OF REFERENCE

Youth In Action Position Title: Financial Manager

Established in December 2005, Alwan wa Awtar (A&A) is a non-profit organization registered with the Ministry of Social Affairs (reg. no 6320) with the aim of promoting visual and performing arts and non-formal education to enhance the creativity and critical thinking of underprivileged children and youth. Using arts as a vehicle for social development, we envision a more knowledgeable, creative and cultured youth who are able to compete in today's world so that they will be able to break the cycle of poverty in which they were brought up in. Situated in the heart of the community we serve, our staff and volunteers are deeply committed to working for positive and innovative social change.

Alwan wa Awtar is looking to fill the position of Financial Manager. Working closely with the Executive Director and senior accountant, he/she is responsible for the financial management of the organisation.

Type:	Full-time
Starts:	August 2016
Location:	Cairo, Egypt.
Reports to:	Executive Director
Working days:	5 days a week, 10am-6pm or 11am - 7pm

The Finance Manager will be responsible for developing new financial systems and procedures, as well as ensuring the efficient and transparent management of the programme's finances in line with recognised accounting/auditing standards, A&A procedures, donor's requirements and the national laws.

Key areas of responsibility:

1. Leading the development process of financial systems, and overseeing financial management within A&A and with the financial staff.
2. Developing and maintaining transparent and collaborative financial relationships with A&A's partners and donors.

Duties:

1. Leading the development process of financial systems, and overseeing financial management within A&A and with the financial staff:
 - Developing financial management systems and processes that ensure high efficiency, transparency and a strong control environment.



- Maintaining accounting controls by preparing and recommending policies and procedures.
- Overseeing financial operations of the organisation.
- Answering accounting procedure questions by researching and interpreting accounting policy and regulations.
- Overseeing the work of A&A's senior accountant, and offering necessary support.
- Developing the capacity of A&A's staff to enhance their understanding of financial procedures and build their knowledge on day-to-day financial management.
- Develops financial strategies for the organisation's sustainability.
- Prepare necessary financial reports to A&A executive director, management team and board. Focus on continuous improvement and consistent accurate and high quality reporting.
- Effectively organise and manage internal and external audits.
- Secures financial information by completing data base backups.

2- Developing and maintaining transparent and collaborative financial relationships with A&A's partners and donors.

- Develop strong trustful relationships with partners based on effective and transparent financial management and communication.
- Support the proposal writing processes with corresponding budgets.
- Ensure compliance with donor's financial regulations.
- Prepare necessary financial reports to partners, donors and governmental institutions.
- Other tasks demanded necessary by Executive Director and/ or Board.

QUALIFICATIONS:

- Relevant degree (Accounting / Finance or Business Administration)
- A recognised accounting qualification
- At least 5 years' experience in financial management/administration within an Non-governmental organisation (NGO)
- Experience of computerised accounting software including advanced Excel. And an aptitude for system improvements and development.
- Experience of managing international grants.
- Experience of developing and improving financial systems in a way that is appropriate for the specific programmes in place
- Management experience desirable
- Experience of conducting capacity building for staff on financial systems and good financial practices.

To apply: Please send a cover letter and a resume highlighting suitability to the position to info@alwan-awtar.org and exec.dir@alwan-awtar.org with the subject title: "FM position".
Deadline: Application is open until the position is filled.