



## Senior Administrative & Finance Officer (Fixed-term local contract)

Association Name:	Asmae - Soeur Emmanuelle Association
Location:	Cairo - Maadi
Contract Type:	Fixed-term Contract
Starting Date:	April 22 <sup>nd</sup> , 2025
Deadline for Application:	March 16th, 2025

### 1- ORGANIZATION BACKGROUND:

Asmae is a French international solidarity NGO specialized in child development. It is independent, non-religious, non-political, and open to everyone.

Created in 1980 by Soeur Emmanuelle following her experience with scavengers in Egypt's slums, Asmae keeps on respecting its founder's values and methods: listening and proximity, pragmatism, respect of the differences, professionalism and reciprocity.

Asmae's action aims to support vulnerable children and their families through providing tailor-made and long-lasting support to local stakeholders working on education and child protection.

Its vision, "A fair world which guarantees that children can live and grow with dignity within their environment, to become free women and men who contribute to society", is broken down into four missions:

- Stimulate child development through a global approach. To do this, Asmae also works on family support by taking their environment into account;
- Build the capacity of local stakeholders involved in child development, boost cooperation amongst them and maximize their social impact;
- Stand up for children by raising awareness and advocating;
- Experiment, disseminate and share practices.

Nowadays Asmae supports education and child protection projects in six countries and manages a mother and childcare center in France.

In Egypt, Asmae is registered under the Ministry of Solidarity since May 2015. Currently, Asmae works in four thematic areas, namely: Access to quality education, protection, training & professional integration and living together peacefully.

Asmae is currently implementing three projects:

- Promoting youth participation, inclusion and protection project, funded by the French Agency of Development (AFD), in which, Asmae supports 1 Egyptian civil society organization to empower youth to become agents for change in their communities and advocate for the rights of youth with disabilities.
- Safer Environment for Children project that works with two local civil society organizations to enhance their child protection mechanisms inside their centres and in four public schools.
- Youth Inclusive Empowerment Project funded by the EU, that supports 300 youth including youth with disabilities to get employed or open their own business.

Asmae Egypt' team is based in Cairo with 14 staff members: Egypt Country Representative, 3 Project officers/managers, 2 Technical Advisors for Protection, 1 Technical Advisor for Inclusion, MEAL Officer, 1 Administrative and Financial Officer and 1 Admin Finance Assistant and an



Operations and Procurement Officer.

## **2. GENERAL OVERVIEW OF POSITION / WORKING CONDITIONS:**

**Job Title:** Senior Administrative & Finance Officer

**Location:** Cairo, Egypt

**Line Manager:** Asmae Country Representative

**Supervisory Role:** Administrative and Finance Assistant

### **Main functional relationships:**

- Country Office: Projects Technical Advisors, Projects Officers, Administrative and Finance Assistant, and Procurement and Operations Officer.
- Head Office: Grants Manager, Admin & Finance Manager & Programme Manager in France

## **3. MISSION:**

According to Asmae's strategy and under the direct supervision of Asmae Country Representative, the Senior Administrative and Financial Officer implements and monitors the accounting and financial operations of the national office to which he/she is assigned. He/she participates in the development of the Country Budget and monitoring its monthly expenditures.

He/she is responsible also carries out activities associated with the Payroll and Administration processes of personnel.

The Senior Administrative and Finance Officer follows the local security and safety rules and procedures and participates to the security context analysis.

## **4. RESPONSIBILITIES**

In line with Asmae's values and response mode, the Administrative and Financial Officer will be in charge of: -

### **4.1 Accounting and Financial management:**

- Ensure Standard and financial systems are established and maintained in order to provide appropriate levels of security and controls over the organization's resources and operations
- Monitor the monthly expenditure by validating the eligibility of the accounting documents of Asmae and its partners;
- Record invoices after budget allocation in cash journals and the financial software on DAILY basis;
- Proceed with the monthly publishing and sending to the HQ of the financial report and associated documents, in compliance with the consolidation process;
- Record the validated adjustments and reallocations;
- Supervise the keeping and monitoring of fixed assets;
- Prepare and ensures the carrying out of Asmae's financial audits;
- Prepare and implements the audits of Asmae's partners.
- Supervise the finance department filing and documentation
- Ensure monthly reconciliation of receivables/payables and balances

- Revise the internal controls and put in place new ones based on the need
- Assist in looking into different cost allocation principles and advise accordingly
- Ensure staff compliance with Asmae and Donors' financial requirements and manuals
- Handle and assist the project audit missions and act as a direct focal point for any audit mission
- Assure that audit recommendations are implemented or will be implemented
- Supervise and handle the year-end closing procedures recommended by the Head Office

#### **4.2 Budget management:**

- Participate in the drafting of budget proposals (new projects at the writing stage) and interim and final financial project reports (donor format);
- Lead on the development process of the annual budget in coordination with the PPM and the CR
- Proceed with the validation, then with the archiving of budget monitoring reports, in accordance with the applicable rules of Asmae;
- Establish a monthly BvA (Budget vs Actual) exercise and alert the country team in case of exceeding and/or under-consumption of budget lines;
- Check the expenses made in connection with the activities carried out in the field, and ensure suitable communication with the Country Representative and partners;
- Establish strong coordination with the Programs Financial Control especially on the matters related to grants management
- Ensure the monitoring, support and training of Asmae's partners in their accounting and financial management;
- Lead on the formulation of all the financial reporting due to the donors or Head Office.
- Review and monitor financial reports from partner organizations and support them with needed financial training to comply with Asmae and Donors' requirements. Hence, conduct regular field visits to partners for monitoring and capacity building purposes.

#### **4.3 Administrative management:**

- Maintain Asmae guidelines and policies related to all aspects of the administration of the office, in addition to working on establishing such policies when needed.
- Understand administration costs and recommend suggestions/systems that would improve cost effectiveness and efficiency
- Supervise the archiving of accounting and administrative documents in accordance with the applicable procedures;
- Ensure compliance of the requirements and procedures of the Association's donors, and alert the Country Representative in case of non-compliance;
- Ensure the developing and monitoring of institutional donor contracts and partnership agreements;
- Carry out the administrative monitoring of the association's bank accounts.
- Maintain the timesheet management system by updating the timesheet tool on yearly basis and assuring that all staff have proper induction to it and are using it effectively
- Prepare the monthly payroll and issue the monthly salary transfers and the payment of staff transportation in line with the labour law
- Assure that all benefits eligible to staff as per the labour law are paid on time

#### **4.4 Cash management:**



- Supervise the petty cash and bank transactions by carrying out and monitoring (cash report and bank reconciliations) of cash operations (Cash and Banks) in accordance with the applicable procedures to ensure appropriate control and security of all Asmae cash at all times
- Proceed with the monitoring of the cash flow forecast by coordinating the bank transfers from the HO assuring minor balances at the end of every month
- Maintaining office petty cash replenishment system and maintaining the cash limit in line with the internal cash policies
- Implement rules relating to fund security (bank deposits, cash and safety-deposit box management).

#### **4.5 Implementation of legal and regulatory obligations:**

- Maintain a strong coordination with organization's tax advisor on all the matters related to country legal compliance including the calculation, reservations and payments of income taxes and WH taxes.
- Supervise the monthly tax reporting requirements to the local government and facilitate the year-end tax reporting and reconciliation to the local government
- Contribute to the establishing of registration procedures or renewal of Asmae's authorisation to work in the country;
- Ensure activities relating to the Payroll and Administration processes of personnel (social welfare and tax affiliations, support with obtaining a visa, contribute to preparation of contracts/amendments/timesheets, consolidation of variable Payroll elements, social security declarations), in compliance with the regulatory framework, Asmae's procedures, and in connection with the local legal advisor.

#### **4.6 Other:**

- Ability and willingness to dramatically change work practices and hours in the events of crisis or emergencies.
- Commit to being a supportive colleague for the respective departments in financial guidance and advisory
- Undertake and other tasks requested by the Country Representative or the Finance Department at the HO when the need arises
- Participate and actively contribute in team meetings and seminars organized by Asmae;
- Participate in institutional representation meetings and activities;
- Follow the local security and safety rules and procedures and participate to the security context analysis;
- Coach/mentor staff subordinates, whether in the finance or admin department, who currently exist within the team or would be potentially employed in the future

## **5. PROFILE**

### **Education / Experience**

- Degree(s) in administration, finance and accounting
- Minimum 5 years of professional experience in accounting and finance in non-profit organizations, projects funded by institutional donors (AFD, EU, USAID), and grants management with local civil society organizations.
- Team Management in a multidisciplinary and multicultural context
- Fully aware of protection dimension, and safeguarding programming.
- Multi-sectorial knowledge is highly preferred.



### Professional Skills:

- Autonomous and proactive
- Strong communication, multi-tasking and reporting skills
- Positive, respectful attitude and collaborative approach to problem solving and for offering support to partners.
- Demonstrated attention to detail; ability to follow procedures, meet deadlines and work independently as well as cooperatively with team members.
- Excellent writing and synthesis skills.
- Used with Office Pack different applications.
- Ability to use accounting software, the ability to use SAGA Software is an asset.
- Experience in training and capacity building is an asset.
- Aware of Donor Rules and Regulations working knowledge (French Development Agency, EU, USAID, UN Agencies, bilateral cooperation) is essential.
- Proficiency in English and Arabic (writing and oral) is essential. French is a plus.

### Personal skills:

- Autonomy and exactitude
- Patience, diplomacy and sense of listening
- Ability to build confidence with various stakeholders
- Dynamism and initiative
- Ability to work with a team
- Ability to work under pressure
- Leadership skills and creative

## 5. PRACTICAL INFORMATION

**Duration:** 1 Year (renewable upon satisfactory performance)

**Starting date:** April 22<sup>nd</sup>, 2025

**Contract:** Egyptian fixed-term contract (Full time job)

**Location:** Cairo

### How to APPLY?

Candidates should send their CV along with a cover letter in **English Language**, showing the persons motivation and expertise to [recruitment.egypt@asmae.fr](mailto:recruitment.egypt@asmae.fr) with the Subject: “**Senior Administrative & Finance Officer 3-2025**” before 5:00 PM

**Closing Date: March 16<sup>th</sup>, 2025**

Applications received after this deadline will be disregarded