

Save The Children

International Programs

ROLE PROFILE

DIRECTOR OF SUPPORT SERVICES, Finance & Grant Officer - Egypt Country Office	
TEAM/PROGRAMME: Finance management	LOCATION: Cairo
GRADE: TBC (Competitive Package)	POST TYPE: National
Child Safeguarding: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE: The post holder performs major roles in finance and grant areas, including implementation of internal SC accounting and provision of finance SC procedures in order that the Egypt programme is run in a cost-effective and efficient manner in the fulfillment of its strategic aims.	
COPE OF ROLE: Reports to: Finance Manager Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: <ul style="list-style-type: none"> ■ Responsible of finance and grant management for EC funded projects. ■ Review bank payments, floats, float settlements and ensuring all payments are made in compliance with SC and donors policies & procedures & payments are supported with adequate supporting documents and ensure availability of budget before submission for approval from FM and recorded in the system. ■ Assisting the Finance Manager with the preparation and collation of new & planned budgets into Budget system through annual planning and quarterly budget revisions. ■ Assist FM in Month End and Year End closing procedures. ■ Assist FM through responding and coordinating audits for the grants handled. ● Produce monthly financial and grant reports & circulated to FM. ● Monitor grants budgets on monthly basis and provide BH's and FM with any issues and burn rates ● Prepare Financial reports for grants and review with PM to ensure matching of information between financial and narrative reports. ● Prepare a monthly partners monitoring reports for projects. ● Perform financial monitoring visits to current partners, review supporting documents to financial reports and prepare a visit reports for comments and recommendation. ● Maintain grant and financial files for the projects they are responsible of. ■ Support budget holders in expenditure analysis and budgets reviews. 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> ● Holds self accountable for making decisions, managing 	

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<p>resources efficiently, achieving and role modelling Save the Children values</p> <p>Collaboration:</p> <ul style="list-style-type: none"> • Builds and maintains effective relationships, with colleagues, members and external partners and supporters • Communication skills. <p>Integrity:</p> <ul style="list-style-type: none"> • Honest, encourages openness and transparency 	
<p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Bachelor degree in Finance • Recommended a minimum of 5 years in finance & Grants experience an NGO environment, including experience in EU different donors policies and procedures. • Ability to plan and organise a workload that includes diverse tasks and responsibilities. • Demonstrated credibility with colleagues and stakeholders at all levels of an organization • Excellent oral and written communication skills in English and Arabic • Ability to submit a timely and accurately reports and data. • Good communication skills and ability to support and deal with different staff member from different functions, donors and partners. • A commitment to the values and principles of SC 	
<p>Date of issue: Author :</p>	

date