

## VACANCY ANNOUNCEMENT

October 2021

### MENA Finance Officer

**Work Location:** ICJ MENA Regional Office in Tunis

**Position Start date:** December 2021

The International Commission of Jurists (ICJ) is a global network of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Since 1952, the International Commission of Jurists (ICJ) has performed a unique and prominent role as a nongovernmental organization defending human rights and the rule of law worldwide. With its Headquarters based in Geneva, ICJ operates on the ground in Africa, Latin America, Asia & the Pacific, Europe & Central Asia. The ICJ's Middle East and North Africa programme is headquartered in Tunis.

The ICJ is seeking to recruit a proactive and flexible Finance Officer. The ideal candidate has at least five years' professional experience with focus on financial management. The Finance Officer will support the day to day functioning of the MENA team ensuring accurate financial information and compliance with internal financial procedures and reporting standards, under the supervision of the MENA Programme Director and in close collaboration with the MENA Programme Manager.

#### **MAIN RESPONSIBILITIES:**

The Finance Officer's tasks and responsibilities will include:

- Prepare, process, review, and ensure accuracy and conformity of accounting documents and accounting entries and handle the filling process;
- Receive and process invoices in accounting software;
- Lead project and Tunis office financial audits, support headquarter audits;
- Process all payments/bills advances and reimbursements of the Programme;
- Supervise programme associate in the preparation of the office petty cash and other regular payments;
- Perform internal cost analyses, monthly and annual budget review
- Monitor of budget-to-actual variances;
- Draft budgets for project proposals for the MENA Programme and prepare budget's realignment process in collaboration with programme manager; prepare activity budgets for specific activities
- Produce donor intermediate and final financial reports in close coordination with the programme manager;
- Review and approve Purchase Approval Forms from legal team and programme manager
- Participate in the monthly and annual closing for MENA program accounts.
- Process the salary payment for Tunisian staff and assist in the preparation of taxes and social charges.

#### **PROFILE:**

The successful candidate will have:

## **Experience and finance skills**

- A minimum of 5 years' work experience in accounting or finance.
- Bachelor's degree in Accounting, Finance, Auditing, Business Administration or any related field.
- Experience with an NGO an asset;
- Demonstrated skills in budget preparation and follow-up as well as financial reports to institutional donors required;
- Experience in remote financial management and remote mentoring desirable;
- Knowledge of analytical accounting desirable;
- Experience in capacity building desirable.
- Fluency in English, French and Arabic
- Advanced knowledge of Microsoft Office, Spread sheet and Word-processing programmes; Knowledge of Accounting software an asset (Navision).

## **Other competencies**

- Strong organisational, planning and time-management skills;
- Ability to take initiative;
- Ability to work under pressure and to adapt to changing priorities and needs;
- Attention to detail and accuracy;

The ICJ is an equal opportunities employer and offers a competitive salary package. No relocation package is foreseen.

**APPLICATIONS** should be addressed with your resume (maximum two pages), a cover letter (maximum one page) by email to: [recruitment@icj.org](mailto:recruitment@icj.org) (Ref: **MENA Finance Officer**)

The deadline for applications is **8 November 2021, midnight** Central European Time (CET).

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.

*The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.*

*Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*