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ITALIAN AGENCY
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Planning and Development Office
Salesians of Don Bosco Middle East



The Multi-Educational Programme for Employment Promotion in Migration-affected Areas
MEPEP - Ref. No.: T05-EUTF-NOA-EG-01-06 (T05.255)

Accountant

Job Description

Please note: Egyptian nationals are encouraged to apply.

Duration: 8 months + 15 months (contingent on donor funding)

Please submit a cover letter with your resume describing your interest in this position and how you meet the requirements. Application materials must be submitted in English and applicants must have legal authorization to work in Egypt to be considered and confirm this in their cover letter. The project offers a highly dynamic work environment and provides competitive compensation and benefits based on experience.

The project *Promotion of employment and socio-economic development opportunities through a better quality TVET system in Sharkeya*, implemented in the framework of the Multi-Educational Programme for Employment Promotion in Migration-Affected Areas implemented in Egypt by AICS and funded by Europeaid, intends to address the root causes of emigration, of young people in particular, from Sharkeya Governorate. This will be pursued through a coordinated intervention built on the Don Bosco Technical Institute of Cairo (DBTIC)'s well established and renowned expertise in the Technical and Vocational Education and Training (TVET) domain. Through the project, the DBTIC will be engaged to achieve the two main expected objectives, consisting in improving the efficiency and effectiveness of local TVET system and the access to employability and self-employability of TVET graduates in the local job market by providing high quality vocational training and skills development paths.

The project will build capacity and ability of local existing TVET providers, especially the 10th Ramadan City VTC, to efficiently and sustainably plan, organize and run market-driven and competency-based vocational education paths, leading graduates to inclusive and sustainable livelihood opportunities through the development of market-driven technical skills and job readiness to have an access to the local labour market as qualified technicians and professionals overcoming unemployment or underpaid and not dignified work conditions. The training paths will mainly relate to the industrial and energy sector creating an enabling work environment through a network of companies and enterprises willing to host internships to provide opportunities to TVET graduates. Particular emphasis will be attributed to paths focusing on sustainable resources management and renewable energy-based systems in line with national policies. At the same time, special measures will be put in place to address the power imbalance, social and inequity and gender-based discrimination.

The Planning and Development office Don Bosco Middle East is seeking an accountant, based in Cairo, Egypt, to oversee financial and administrative operations of the project and be responsible for the following key activities:

Budget and Forecasting

- Help develop budget at pre-qualification stage;



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- Monitor actual vs budget variances throughout the grant under the supervision of the Admin Manager;
- Identify and discuss any deviations from original budget with the project and admin manager in compliance with EU PRAG;
- Prepare project forecasts, analyse variances and discuss findings with the project and admin manager;

Grant Accounting Records

- Monitor cash flow throughout the project;
- Initiate and record drawdowns according to the schedule planned with the Admin Manager;
- Prepare and post all journal entries, adjustments, etc. and ensure proper coding;
- Generate and analyse monthly financial report, investigate and resolve discrepancies;
- Other financial reporting (i.e. Bank reconciliations, Petty Cash reconciliation, one-time requests, VAT, etc.) according to the schedule planned with the Admin Manager;
- Timely submission of monthly financial reports and back-up documentation to the project and admin manager;
- Address admin manager inquiries related to monthly activity;
- Prepare any local Management Accounting reports, provide commentary and local duties, as long as "segregation of duties" is maintained.

Internal Controls

- Ensure that project expenditures are compliant with grant regulations/objectives, local laws, etc.
- Strengthen internal controls – i.e. procedures/documentation such as timesheets, valid receipts, timely reporting of expenses, segregation of duties, create alternate control if needed, etc.
- Filing and storage of back-up documentation (hard and soft copies).

Supporting Functions/duties (Communication, Availability, Skills)

- Availability when quarterly grant reports are due (in the event of questions or need of additional information);
- Participate in project meetings as and when required;
- Support the admin manager in the month end and year end routine;
- Assist with year-end accounts preparation and any internal/external audits;
- Gain proficiency with the new accounting system;
- Work with the admin manager to prepare, finalize and administer sub agreements, tender documents, contracts, MOU and other related project agreements.

Required Skills

- Excellent financial management and administrative skills, including mastery of relevant software;



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- Expertise in the financial, regulatory, and contracting aspects of EU PRAG;
- Excellent oral, written, and presentation skills in English;
- Ability to multi-task and to delegate, as appropriate;
- Clear interpersonal communication skills;
- Ability to work effectively with project technical team on project finance and administration issues and tasks.

Required Experience

- University degree in business administration, accounting, economics or other relevant field;
- Between 3 and 5 years of proven experience working on donor-funded education and/or development programs, with substantial expertise in EU contracts and financial management;

Job Location: Cairo, Egypt

Position Type: Full-Time/Regular

* Deadline of submission is: April, the 16th, 2023 at 5:00 PM

By Email to the following email: recruitment@donboscomor.org writing
“Don_Bosco_Accountant_Vacancy” in the subject.