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COOPERATION



## 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

Duration: 8 months (contingent on donor funding)

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*" (PESDO), implemented in the framework of the Multi-Educational Programme for Employment Promotion in Migration-Affected Areas implemented in Egypt by AICS and funded by the European Union Emergency Trust Fund, 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 of improving the efficiency and effectiveness of the 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 the 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. It will lead graduates to inclusive and sustainable livelihood opportunities by developing market-driven technical skills and job readiness to access the local labor 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 a work environment through a network of companies and enterprises willing to host internships and provide opportunities to TVET graduates. Specific emphasis will be attributed to paths focusing on sustainable resource management and renewable energy-based systems aligned with national policies. At the same time, special measures will be put in place to address the power imbalance, social inequity and gender-based discrimination.

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

#### Budget and Forecasting

- Help develop a budget at the pre-qualification stage;
- Monitor actual vs budget variances throughout the grant under the supervision of the Admin Manager;
- Identify and discuss any deviations from the original budget with the project and admin manager in compliance with EU PRAG;
- Prepare project forecasts, analyze 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 analyze monthly financial reports, 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 the monthly activity;
- Prepare any local Management Accounting reports and provide commentary and local duties, as long as "segregation of duties" is maintained.



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### Internal Controls

- Ensure project expenditures comply 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, creating alternate control if needed, etc.
- Filing and storage of backup 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, MOUs and other related project agreements.

### Required Skills

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

Please submit a CV and a cover letter describing your interest in this position and how you meet the requirements. Applications must be submitted in English, and applicants must have legal authorization to work in Egypt and confirm it in the cover letter.

Applications should be emailed to [alice.salvadego@donboscomor.org](mailto:alice.salvadego@donboscomor.org), reporting “Don\_Bosco\_Accountant\_Vacancy” as the subject, and add [recruitment@donboscomor.org](mailto:recruitment@donboscomor.org) in cc.

**Deadline** of submission is July 28<sup>th</sup>, 2024, at 5:00 PM