



TCNR (Tyre Coast Nature Reserve), a partner of the **COMMON, ENI CBC MED** funded project, is looking for a **Financial officer**.

Project description:

The COMMON project aims at applying the ICZM principles to the marine litter management, improving the environmental performance of 5 pilot coastal areas in Italy (2), Tunisia (2) and Lebanon (1), testing a model that could be transferred to the whole Mediterranean area. Thanks to an improved knowledge of the marine litter phenomenon, specific training and capacity building activities addressed to local and regional authorities, MPAs, Turtles Rescue Centers and citizens, thematic awareness campaign and material, targeted networking activities at basin level, COMMON project will engage local communities in incorporating marine litter management and disposal in coastal planning with the ICZM approach. The project specific objective is to enhance the capacity of public authorities in the 5 selected areas to plan for sustainable management, use and monitoring of marine litter sources, treatment and consequences, employing an effective participatory approach involving relevant stakeholders and local communities.

The main responsibilities of the Financial Officer will be the following:

- To provide support for the financial plan and strategy
- To run the accounting processes and systems effectively
- To support financial reporting to the LB finance manager
- To be responsible for the compliance with external donor financial and administrative requirements
- To check receipts, collect vouchers, prepare checks and transfers
- To prepare monthly financial budget updates to be shared with budget holders
- To prepare periodic financial reports (every 6 months) and final financial report as per the ENI CBC MED rules, and to report them on the online Management Information System (MIS) of the project
- To work closely with the auditors (both local and external) assigned by the partner and LB, and to provide them with all the supporting documents to verify the proper fund expenditure.
- Checks and verifies that all payments are done in accordance with COMMON Financial & procurement rules and regulations.
- Optional willingness to travel (both national and international travels)
- To meet all the deadlines set
- To be the finance focal point for TCNR contribution with the Lead Beneficiary concerning the financial issues
- To prepare the project staff's timesheets in collaboration with the project's communication officer
- To report to the project manager

Qualifications and Skills

- Bachelor Degree in relevant topic (Finance, Accounting, BA, Banking). Master degree is an advantage
- Finance skills



- Accounting skills
- Advanced knowledge in Microsoft Excel and Accounting program(s)
- Time management skills
- Financial reports writing
- Fluent in Arabic & English, both spoken and written
- Knowledge of French is an asset

Desired Professional Experience:

- Previous experience in financial systems or equivalent demonstrated skills
- Previous experience of finance skills of international project funded by public funds, especially EU funds.
- Proven experience in finance/accounting/economics
- Proven experience in financial plan and finance application systems

Please send your CV with 2 references to: tcr98@hotmail.com specifying *COMMON – Financial Officer* in the email subject.

The deadline of applications is May 31st, 2020, or 10 work days from the date of posting this vacancy announcement. Anyway we might decide to close the CV collection at our earliest convenience.