



ICRC

## Job Vacancy

*The ICRC is an independent, neutral organization ensuring humanitarian protection and assistance for victims of armed conflict and other situations of violence. It takes action in response to emergencies and at the same time promotes respect for international humanitarian law and its implementation in national law.*

The **International Committee of the Red Cross (ICRC)** is looking for a qualified candidate to fill in the following position:

### **Finance & Administration Manager**

Place of Employment:	Tel Aviv
Contract duration:	12 months (extendable)
Occupation rate:	100%
Starting Date:	As soon as possible

### **Purpose of the Role**

The Finance & Administration Manager is responsible of the integrity of the financial and analytical accounting and for reporting from the field. S/he oversees all financial resources and administrative activities and acts as Human Resources and/or Logistic Manager.

### **Main Responsibilities**

- Supervises the accounts department and preparation of the annual budget and monthly forecast and risk reporting, cost-control and analysis of budget deviations. Ensures compliance with statutory reporting requirements and regularly assesses the financial situation of the structure.
- Acts as adviser, trainer and coach on all financial or economic matters for teams running humanitarian projects.
- Is responsible for drawing up contingency measures to respond critical changes in the operating context.
- Interprets institutional guidelines and policies in light of the social context; sees to it that these are strictly implemented and monitored, ensuring compliance with ethical standards and mitigating financial risks.
- Acts as co-signatory and finance interface for both authorities and commercial parties.
- Contributes with reliable forecasts and budget data to managerial decision-making on tactical (current fiscal year) and strategic (next fiscal year) matters.
- Oversees day-to-day financial management and maintenance of offices and residential premises
- Maintains an appropriate security set-up, including safe accommodation for all mobile staff.
- Supports the structure's management in establishing and updating of the Risk Assessment for the structure, focusing on risks related to real estate and finance. Implements and monitors risk-mitigation in his/her area of responsibility, in close liaison with technical departments.
- Is responsible for locally hired staff, with dotted-line report to the Country Human Resources Manager, for the delegation.

### **Job Requirements and Experience**

- University degree in business administration, finance/accounting or human resources, or hospitality management.
- Diploma in accounting (CPA/CMA or similar) or internal audit (CIA or similar) is an asset.
- 5 years previous relevant experience.
- Fluent command of spoken and written English and Hebrew.
- Computer literacy; good knowledge of Microsoft Office.

Interested applicants are invited to submit their CV, education and work certificate (s) plus three references, in **English**, to [jer\\_recruitment\\_services@icrc.org](mailto:jer_recruitment_services@icrc.org), by latest **31st March 2024**.

***Relevant applications will be treated, and only shortlisted candidates will be contacted.***

***"The ICRC values diversity and is committed to create an inclusive working environment. We welcome applications from all qualified candidates."***