



**MAP**  
MEDICAL AID FOR PALESTINIANS

## **JOB DESCRIPTION**

<b>Job Title</b>	Senior Finance and Administration Manager
<b>Location</b>	West Bank
<b>Mission</b>	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation, and displacement, in the oPt and Lebanon.
<b>Job Purpose</b>	Provide professional management on all financial matters in MAP's West Bank Office ensuring compliance with its internal control processes and procedures.
<b>Hours</b>	Full-time
<b>Salary</b>	ILS 202,020
<b>Reporting to</b>	West Bank Director
<b>Responsible for</b>	Finance Manager, Procurement Manager, Operations Support Assistant
<b>Key Internal relationships</b>	WB Programme Managers, Finance Director, Senior Internal Audit and Compliance Manager, and finance staff in MAP's other offices.
<b>Key External relationships</b>	Partner organisations, auditors, and banks.
<b>Contract</b>	12 months FTC with possibility of extension

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

## **Duties and key responsibilities**

### **Line Management**

- Oversee and direct the work of the Finance Manager and Procurement Manager.
- Implement clear delegation of work areas and empowering the team to take responsibility for their tasks with minimum supervision.

### **Financial controls**

- Manage all day-to-day financial and management accounting matters.
- Maintain and develop robust financial control systems to ensure compliance with MAP's financial policies and procedures, including those for payment processing, petty cash control and procurement.
- Ensure that any financial control weaknesses are identified, reported to the WB director, and addressed promptly.
- Ensure financial transactions are properly recorded in the accounting system in compliance with monthly reporting schedules.
- Ensure bank, petty cash, and other balance sheet accounts are reconciled regularly.
- Monitor cash flow requirements and prepare cash flow requests when required.
- Provide support to the Deputy Finance Director in Gaza in relation to payroll, the annual audit, and regulatory compliance.
- Collaborate closely with the Deputy Finance Director in Gaza to review partnership risks and implement risk mitigation strategies in the early stages.

### **Procurement**

- Participate in all procedural and financial aspects of the procurement process.
- Ensure compliance with MAP's procurement procedures, identify any weaknesses, and make recommendations for improvements.

### **Due Diligence and Partner financial monitoring**

- Working closely with the Senior Internal Audit and Compliance Manager, coordinate arrangements for the external audit and due diligence processes for MAP's partners in WB and ensure that the recommendations are implemented.
- Review partner expenditure reports, supporting documentation, and other evidence to ensure they comply with the terms of the grant agreement. Investigate further where concerns are identified and recommend further training and/or internal or external audits where appropriate.
- Taking a risk-based approach to partner financial monitoring, ensure appropriate financial controls are in place and arranging monitoring and technical support visits.
- Participate in procurement activities at partner organisations as required and ensure that MAPs and Mol procurement procedures are complied with.

### **Budgeting and reporting**

- Monitor costs against WB cost centres and assist the WB Director in forecasting and budgeting processes.

- Prepare ad hoc financial reports when required.

### **Donor requirements**

- Support the requirements of MAP's fundraisers and donors about budget formulation, routine and ad hoc reporting, and the donor's external audits of MAP's accounting records.

## **PERSON SPECIFICATION**

### **Experience**

- Substantial, demonstrable professional experience in a senior financial position preferably within a (I)NGO.
- Implementing, monitoring financial control systems and procurement procedures.
- Working with partner organisations including due diligence and financial monitoring.
- Supporting budgeting and forecasting processes and producing ad hoc reporting.
- Managing and developing staff.
- Dealing with internal and external auditing processes and liaising with the auditors.
- Supporting programme staff with donor funding applications and reporting.

### **Skills**

- Excellent skills in financial management.
- Excellent staff management, communication, and interpersonal skills.
- Clear written and verbal communication skills in both English and Arabic.
- A broad range of skills in Office 365 and MS Office, with advanced Excel skills an asset.

### **Knowledge**

- General accounting principles and standards.

### **Education/training**

- Professional qualification in finance, accounting, or a related field.
- A licence from a recognised accounting institute is an asset.

### **Personal attributes and other requirements**

- Commitment to a zero-tolerance policy on sexual exploitation & abuse/safeguarding.
- Able to travel within West bank and to MAP's other offices where required.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to upholding the rights of people facing disadvantage and discrimination.
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.
- An ability to apply awareness of diversity issues to all areas of work;
- Commitment to the values and ethos of MAP;
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Work collaboratively with others in all aspects of our work.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.

- Treat with confidentiality any information and data about individuals, organisations, clients and staff related to MAP.