

Job Title: Finance Assistant	Reports to: Finance Officer
Department: Operations	Salary Grade: 4

About CRS

Catholic Relief Services (CRS) works in a wide variety of areas within the humanitarian and development fields, regardless of race, creed, religion, or gender, to advance our mission to assist the poor and vulnerable. Our team reflects this diversity. The CRS Egypt country program began in 1956 at the invitation of Egyptian President Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs.

Currently, CRS Egypt programs in these main areas: education, livelihoods, social cohesion, and emergency response. CRS focuses on safeguarding and on working with local partners across its portfolio. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting gender transformative behaviors and cohesion and tolerance across groups, educational grants for refugees and assistance to refugee community schools, promoting protection and safeguarding of children, and technical support, start-up funds, and vocational training for refugee and vulnerable Egyptian entrepreneurs.

Job Summary:

You will efficiently provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering service needs that support high-quality programs serving the poor and vulnerable. As part of an experienced finance team you will deliver quality support in your role, applying clearly defined accounting and financial reporting processes, procedures and service standards.

Roles and Key Responsibilities:

- Complete standard financial documents (vouchers, wire transfer requests, checks, etc.) following a sample template with prescribed guidelines and circulate as needed.
- Provide administrative and clerical support to financial transactions processing. Prepare, type, photocopy, and scan related documentation. File accounting and financial reporting documentation as instructed.
- Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions. Communicate with staff, subrecipients, partners, suppliers to follow up on required documents.
- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Keep custody of various documents (e.g. blank/undelivered checks, fuel coupons, etc.).

Basic Qualifications

- Bachelor Degree in a related field is required. Professional diploma/Certificate or courses in Accounting, Finance, Economics, or Business Administration a plus.
- Minimum of One year of work experience in a similar role with some familiarity of standard accounting practices. Experience with an international organization a plus.

Required Languages - Excellent command of English and Arabic.

Travel - include percentage of required travel, if applicable. Could be stated as Must be willing and able to travel up to 10 %.

Knowledge, Skills and Abilities

- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented. Able to meet deadlines.
- Strong customer service ethic and abilities. Ability to work collaboratively.

Preferred Qualifications

- Experience using MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms.
- Experience working with ERP systems or a good understanding of ERP-based processes is preferred, but not mandatory.
- **Safeguarding Policy**
- CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to attend a safeguarding orientation and then sign and adhere to the CRS Safeguarding Policy and Code of Conduct. This will form part of the contract.

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities : None

Key Working Relationships:

Supervisory: None

Internal: Finance Manager, Finance Officer, Head of Operation, CRS staff.

External: Local Banks, Egyptian Post Office Authority

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.

CRS is an Equal Opportunity Employer