



SPECIFIC TERMS OF REFERENCE

Finance Expert

(3 days/week)

EU-funded “Increasing Participation of Women in Public Life in Egypt” Project

Grant Contract ref. ENI/2019/410-138

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| Location: | Cairo, Egypt |
| Deadline: | 15-July-2023 (Midnight Cairo, Egypt) |
| Starting date (date when selected candidate is expected to start): | As soon as possible |

BACKGROUND

In October 2019, the National Council for Women (NCW) and the European Union (EU) signed a grant contract to implement the Project entitled: **Increasing the Participation of Egyptian Women in Public Life in Egypt** - ENI/2019/410-138 (the ‘Project’) for an implementation period of 36 months. The overall objective of the Project is to contribute to the empowerment and increased participation of Egyptian women in public life, in line with the provisions of the Egyptian Constitution and the National Strategy for Empowering Egyptian Women (2030).

SCOPE OF WORK / DUTIES & RESPONSIBILITIES:

The Finance Expert will be expected to support and contribute to the financial and contractual management of the EU-funded project managed by NCW, with the expectation to perform the following duties:

- Responsible for overseeing all financial and contractual obligations related to the project and overseeing the field accountants;
- Provide support with regard to required financial and contractual rules and procedures applicable to the project’s grant contract;
- Oversee and support all tasks relates to financial management, procurement and sub-contracting under the project;

- Support in drafting the interim and final financial report(s), the detailed budget breakdown, and pre-finance payment requests and forecasting, in compliance with the EU's financial and contractual rules and procedures;
- Support in drafting financial memos, letters, and other financial and legal ad-hoc documents;
- Keep track of the project's expenses, commitments and oversee accounting records;
- Facilitate for the external expenditure verification mission for the project;
- Oversee and support all financial and contractual tasks related to the project's closure;
- Undertake any other requested financial-related assignments.

KEY QUALIFICATIONS:

Education and Certification:

- Bachelor's Degree in Accounting, Finance, Financial Management, Audit, or Business Administration, or a related field is a must;
- CPA, CMA, or CIA with 3 years of additional experience post-certification is preferable.

Experience:

- At least 10 years of responsible work experience in the field of project and financial management, accounting, and procurement is a must, preferably in EU programmes;
- Proven financial management skills and sound knowledge of EU financial and contractual rules and procedures (including those applicable to grant contracts) is preferable;
- Experience with the Egyptian government's procurement laws, rules, and regulations is required;
- Ability to work effectively within a team;
- Fluency in Arabic and English is required (written and oral);
- Excellent communication and editing skills;
- Excellent organizational and filling skills;
- Excellent knowledge of Microsoft Office software and IT skills in general, ability to work with content management systems.

Candidates must submit the following documents/information to demonstrate their qualifications:

- A cover letter with a brief presentation of their relevant experience and explaining their suitability for the work, in addition to listing the development cooperation projects generally, and EU-funded projects specifically, to which they had experience with;
- An updated Curriculum Vitae (CV).

Requested documents to be sent to following e-mail addresses, with "Finance Expert" in subject:

samirarashwan01274@gmail.com; nourhan.ipwple@outlook.com ; ipwple.procurement@gmail.com