



Assistant Country Director Support in Lebanon

Start date: ASAP

Organization: CARE International in Lebanon

Location: Beirut- Lebanon

Reports to: Country Director

CONTEXT

Due to the conflict in Syria, CARE International opened a country office in Lebanon in order to provide humanitarian support to the increasing number of Syrian refugees. CARE International in Lebanon opened in April and has started implementing small scale activities. In October 2013, two major projects were approved:

- a 6-month WASH and Shelter project for USD 2.3 million with DFATD
- a 5-month Shelter project for EUR 2 million with ECHO, in consortia with SIF

The mission is still scaling up and the financial and activities' volume is going to increase in the coming months. CARE International in Lebanon is integrated into the Syrian Regional Response of CARE

Due to the portfolio volume, Care International is looking for an Assistant Country Director Support to supervise financial, logistics and administrative operations.

Job Summary

The Country Office **ACD (Assistant Country Director) Support** is responsible for managing, controlling, monitoring and reporting on CARE Lebanon's financial, administrative and logistics operations.

The **ACD Support** supervises the Country Office Support Department and ensures that CARE Lebanon resources are used in accordance with CARE's financial, administrative and logistics policies and procedures. S/he ensures the proper recording, documentation, control, monitoring and reporting of financial, administrative and logistics operations and business transactions. S/he is responsible for implementing a robust financial reporting system and directing and tracking all office and project expenditures and grant disbursements. S/he will review the HR policies for international and national staff.

The **ACD Support** is responsible for providing quality support services to all projects, units and staff in the CO.

S/he works closely with the Country Director and Senior Management to ensure that a partnership is developed between Support and Program staff.

S/he enforces policies and procedures in line with donor rules and regulations and local law.

S/he manages a team composed by financial officer, logistic manager and drivers. Her/his team might grow up if needed.

The **ACD support** profile includes: very strong accounting and finance knowledge, analytical skills,

attention to details, ability to work effectively under time pressure, very strong business partnering skills with ability to influence CO senior staff, team player, proactive individual with ability to offer structured guidance, ability to ensure that the right priorities are set for the CO support team, proven experience of training finance and non-finance staff, proficiency in English and Excel.

Technical Skills

Thorough understanding of financial accounting, reporting and grants and contract management processes;

Solid analytical and problem solving, financial troubleshooting and audit experience;

Facilitation skills to conduct training sessions for small, medium and large sized groups;

Ability to elaborate HR policies

Ability to maintain customer focus while handling multiple priorities; Ability to quickly learn new systems, processes and procedures and adapt local practices to global standards;

Proficiency in Microsoft Office including Excel and Word and good skills at using financial software applications;

Personal skills

Excellent leadership, coaching and negotiation skills; team leader; Ability to work at detailed level and understand the larger picture;

Ability to maintain customer focus while handling multiple priorities;

Strong oral and written communication skills;

Education/Training

M.S. Degree in Accounting, Finance or Business Management or equivalent.

Languages

English : fluent

French and/or Arabic is an asset

Experience

Required

At least three years as a Financial/Admin Manager or equivalent experience

Desired

Five to ten years' experience in not-for-profit financial, budgeting, accounting, financial reporting, grants/contract management and business management in developing countries.

Please, send your Letter of Motivation and CV and indicate the reference *ACDSLEB2014* in the email title to:

Recrutement.programmes @carefrance.org

Only the candidates preselected will be informed.