



**Centre for Environment and Development
for the Arab Region and Europe**

Terms of Reference – Regional Financial Manager

Assignment Title:	Regional Financial Manager
Organization:	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
Duty Station:	CEDARE
Reporting to:	CEDARE's Executive Director
Contract Type:	Full Time Contract

1. Objective

To lead and oversee all human resources and financial functions of the organization, ensuring effective and compliant management, providing strategic guidance, and offering advisory support on administrative matters as required.

2. Key Duties and Responsibilities

A. Financial Management (Core Function)

Budgeting and Forecasting

- Lead the annual budgeting process across departments and projects.
- Monitor budget performance and analyze budget variances.
- Support senior management in financial planning and resource allocation.
- Ensure proper budget utilization and cost control across the organization.

Financial Reporting

- Review monthly and annual financial reports.
- Review financial Reports submitted for projects before submission to the donor.
- Ensure projects are financially closed properly and reports are finalized
- Led the transition from Cash basis accounting to Accrual Basis accounting.
- Review adjusted opening balances and accrual entries.

Cash flow Management

- Oversee and monitor Cash organizational cashflow.
- Approve payments in line with financial policies and procedures.
- Oversee bank accounts and banking relationships.

Tax Compliance



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- Provide guidance on tax matters, tax calculations and ensure tax compliance.
- Review Tax calculations and ensure compliance with tax laws and regulations.
- Coordinate with tax advisors and tax authorities when required.

External audit

- Liaise with auditors and oversee audit processes and implementation of recommendations.
- Ensure timely completion of audited financial statements.

Project & Grants Financial Management

- Oversee project budgeting and financial planning.
- Monitor Project expenditures and budget utilization.
- Ensure compliance with applicable financial regulations, audit requirements, and donor rules.
- Support proposal budgeting and financial planning for new projects.
- Ensure proper financial closing of projects and submission of financial reports.
- Provide guidance and advice, as requested, on administrative policies and procedures.
- Support improvements in administrative systems and operational efficiency when required.

B. Human Resources

Workforce Planning and Recruitment

- Oversee and provide guidance on workforce planning in alignment with organizational and project needs.
- Oversee and provide guidance on recruitment processes, including job postings, shortlisting, interviews, and selection.
- Provide guidance to ensure fair, transparent, and merit-based hiring practices.
- Support management in organizational structuring and staffing plans.

HR Policies and Compliance

- Oversee the development, review, and updating of HR policies and procedures in line with applicable laws and organizational needs.
- Provide guidance to ensure compliance with internal policies, and donor requirements.
- Advise management on HR-related policy matters.
- Oversee proper documentation and maintenance of personnel records.

Performance Management



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- Provide guidance on the implementation of performance management systems, including appraisals and feedback processes.
- Advise management on handling employee issues and disciplinary matters.
- Oversee the proper implementation of grievance and disciplinary procedures.

HR Operations and Reporting

- Oversee HR operations and provide guidance on administrative HR functions.
- Ensure proper onboarding and offboarding processes are in place and effectively implemented.
- Provide guidance on HR metrics and reporting to support management decision-making.
- Oversee the maintenance of accurate HR databases and reporting systems.

Organizational Development

- Provide guidance on organizational development initiatives and change management processes.
- Advise management on improving organizational culture and effectiveness.
- Support the enhancement of HR systems, tools, and overall operational efficiency.
- Provide guidance and advice, as requested, on HR policies, staff contracts, and compliance with the policy.
- Support management on HR-related matters when needed.

C. Supervision and Reporting

The Regional Financial Manager shall be responsible for overseeing all staff within the Human Resources and Finance functions, ensuring effective performance, coordination, and alignment with the organization's policies and objectives. The position reports directly to the Executive Director.

3. Qualifications

- Bachelor's degree in Finance, Accounting, or related field (Master's preferred).
- Minimum 15 years of relevant experience in financial management.
- Strong knowledge of financial systems, reporting, and compliance.
- Experience in donor-funded projects is an asset.

4. How to Apply

- ❖ Interested candidates should submit their CV and any supporting documents via email to: hrcedare@gmail.com
- ❖ Please indicate the following subject line in the email: **“Application for Regional Financial Manager - CEDARE”**



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- ❖ Application deadline: **Monday, July 20, 2026 – 5:00 PM (Cairo Local Time)**
- ❖ Only shortlisted candidates will be contacted.