



We build strength, stability, self-reliance and shelter.

## Terms of Reference (TOR): Finance Officer

### **I. Position Information:**

Title: Finance Officer  
Duty Station: Cairo, Egypt  
Start Date: July 2025

### **II. Habitat for Humanity Egypt (HFHE):**

**Habitat for Humanity (HFH)** is an international nonprofit organization founded in 1976 as the world leader in addressing the housing challenges faced by vulnerable communities. Today HFH works in more than 70 countries worldwide to empower people in the poorest communities to overcome the chronic lack of decent housing. HFH works in close cooperation with local communities and partners to help people in need to build, repair and renovate their homes thus improving people's strengths and self-reliance through adequate shelter. HFH constantly seeks new affordable solutions to make homes safer, more energy efficient, provide water and sanitation solutions, mitigate effects of disasters and support housing microfinance. HFH also seeks to influence the way housing and related shelter issues are assessed, prioritized and funded by local, national and international governments and inter-government forums.

HFH started operating in Egypt in 1989 and is currently operating in more than 40 communities in 5 governorates across Egypt in partnership with strategic local partners and community members. Its current programs include microfinance for housing improvement, building homes for the poorest of the poor, housing market systems including digital housing finance and markets, innovations and entrepreneurship in the housing sector.

### **III. Job Summary**

Under the Supervision of the Finance Manager, the Finance Officer is responsible for managing day-to-day financial transactions, ensuring proper documentation and compliance with organizational policies, and supporting the preparation of financial reports and budgets. The role includes maintaining accurate accounting records, facilitating smooth treasury operations, supporting financial oversight where needed and possessing strong computer and verbal and written communication skills.

### **IV. Expected Tasks:**

#### **1. Accounting and Treasury Operations**

- **Accounting System Management:**  
Maintain financial transactions in the SUN accounting system (or equivalent), ensuring timely and accurate entries for the National Office and affiliates.
- **Transaction Processing:**  
Process and review payments (petty cash, checks, wire transfers), ensuring all expenditures are properly documented and approved in compliance with HFH financial policies and local regulations.

**Habitat for Humanity Egypt**

8 Salah Al Wakad St, 3<sup>rd</sup> floor, Suite 7 from Shams Al Din Al-Dahby St., El Golf, Nasr City, Cairo, Egypt  
office: +202 419 5161 / 2 • fax: +202 419 5163

[www.habitategypt.org](http://www.habitategypt.org)

- **Cash and Bank Reconciliations:**
  - Maintain daily cash and bank books.
  - Perform monthly bank reconciliations in both local and foreign currency.
  - Ensure proper filing of bank correspondence, statements, and vouchers.
- **Tax Compliance:**  
Prepare and submit monthly and quarterly tax declarations (e.g., VAT, payroll tax, social security contributions) in line with local legal requirements.
- **Banking Operations:**  
Liaise with local banks for account transactions, currency exchanges, deposits, and withdrawals. Maintain up-to-date records of all banking activities.
- 2. Internal Controls and Asset Management**
  - Ensure implementation of internal control procedures, including payment authorization, segregation of duties, and supporting documentation checks.
  - Participate in annual physical asset verification and assist in maintaining an accurate fixed asset register.
- 3. Partner Support and Compliance**
  - Support financial monitoring of affiliate partners through review of submitted monthly and quarterly financial reports.
  - Assist with financial audits and spot checks for affiliates to ensure proper use of funds and adherence to HFH policies.
- 4. Financial Planning and Reporting**
  - Prepare monthly financial reports for the National Office and individual affiliates, including income and expenditure statements, balance sheets, and cash flow summaries.
  - Assist with the preparation of quarterly expenditure forecasts and support variance analysis against the approved budget.
- 5. Audit and External Engagements**
  - Support the Finance Manager in preparation for internal and external audits by organizing vouchers, ledgers, and supporting documentation.
  - Maintain professional relationships with external stakeholders such as banks, tax authorities, and auditors.
- 6. Staff Support**
  - Provide routine support to HFH staff on financial processes such as expense reimbursements, advances, and procurement-related payments.
  - Participate in staff capacity-building sessions related to financial policy compliance and reporting procedures.

## **V. Required Skills & Competencies**

- Bachelor's degree in commerce, Finance, Business Administration or similar
- At least 3 years of working experience preferred in NGOs.
- Basic financial information analysis (large programs is a must).
- Knowledge of two currency accounting.
- Knowledge of lending portfolio management.
- Basic English.
- High knowledge of accounting systems.

### **Habitat for Humanity Egypt**

8 Salah Al Wakad St, 3<sup>rd</sup> floor, Suite 7 from Shams Al Din Al-Dahby St., El Golf, Nasr City, Cairo, Egypt  
office: +202 419 5161 / 2 • fax: +202 419 5163

[www.habitategypt.org](http://www.habitategypt.org)

- High knowledge of Window, Excel, and e-mail.
- Active support of HFHI Values:
  - **Humility** – We are part of something bigger than ourselves
  - **Courage** – We do what's right, even when it is difficult or unpopular
  - **Accountability** – We take personal responsibility for Habitat's mission
- **Safeguarding:** *HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct*

#### **VI. Additional Skills:**

- Independent, self-starter, and creative.
- Ability to demonstrate a high level of professionalism.
- Appreciates cultural diversity and inclusion, safeguarding/ protection issues etc.
- Excellent IT skills; fluency in Microsoft Office package and the like; familiarity with other software is a plus.
- Ability to travel to Upper Egypt for missions

#### **VII. Desired Skills:**

- Experience working in Upper Egypt.
- Experience working with international NGOs.
- Experience and/or interest in working in the housing sector in Egypt.

#### **VIII. Remuneration: Competitive salary and benefits**

#### **IX. Application Procedures**

Please submit your CV along with a cover letter to [hr@habitategypt.org](mailto:hr@habitategypt.org), with the subject line clearly indicating your name and the position you are applying for (ex. FirstNameLastName\_PositionTitle). Please do not attach any other documents while sending your applications, if required they will be requested at a later stage.

Please note that only shortlisted candidates will be contacted.

**The Closing Date for Applications is May 25th, 2025**