LOCATION: Rabat  
TERM: Long-term full-time position (CDI)  
EXPECTED STARTING DATE: ASAP  
APPLICATION DEADLINE: Applications will be considered on a rolling basis

ADMINISTRATIVE & FINANCE ASSOCIATE

ABOUT US

Instiglio is a fast-growing global start-up and a niche nonprofit advisory firm, whose mission is to ensure that every cent spent on delivering social services to the people who need them the most has the greatest possible impact. Instiglio aims to be instrumental in shaping expectations, raising standards, and promoting best practices of the international development community’s impact on the world. Its mission is achieved by: (1) continuously innovating on the existing Results-Based-Financing (RBF) and capacity-building tools, uncovering new approaches, and openly sharing its experience and insights with the development community; and (2) improving public sector performance and delivery in low- and middle-income countries through deep strategic engagement and technical assistance.

Operations at Instiglio are executed by a small, fast-growing team in a dynamic and innovative environment. Working in a start-up with a stable and strong financial pipeline, Instiglio Operations constantly shifts between developing systems and processes to accommodate organizational growth and executing on the nuts and bolts to keep the organization running smoothly.

Instiglio is made up of a culturally diverse team from 10+ countries with different beliefs, lifestyles, and points of view, but united around Instiglio’s mission and dedicated to delivering the greatest possible impact. It is a place where curiosity and thirst for knowledge are evident, because the intention is always to be one step ahead of common knowledge. Instiglio strives to respond with excellence and rigor, which is achieved through effective teamwork and collaboration. Opinions and ideas are often questioned, always with the objective to come up with a better solution and thus obtain the best result and have the greatest positive impact on society.

Please visit the Instiglio website for more information.

THE ROLE

The Morocco office is Instiglio’s newest office, where we are leading exciting engagements with ministries and donors to transform social service delivery across a range of sectors. As the Operations and Finance Associate in Rabat, you will play an instrumental role in the Instiglio Rabat office to ensure operational efficiency and effectiveness. You will also work with Instiglio’s Global Operations, People and Finance teams, all based in Bogota, Colombia. Your role is unique in that, in addition to managing Rabat office administration, it involves working across our global teams, supporting HR Administration and Finance in processes affecting the entire organization.

Your role will often require building and managing processes and structures, sometimes from scratch. Your creativity, empathy, and structured and strategic thinking will help foster a rewarding work environment that furthers our mission. The position will be best filled by someone that works well independently, who values precise attention to detail, and who is comfortable in fast-paced environments.
The key responsibilities of the Operations and Finance Associate will include, but are not limited to:

- **General Administration:**
  - Provide administrative support with the outreach and recruitment process for local hires
  - Support new employees with administrative tasks, such as: Immigration processing, relocation to Rabat and registration for national services, health insurance registration and operational onboarding and offboarding, etc.
  - Support the Global People Team as needed
  - Acts as the main point of contact for the Rabat office for administrative matters
  - Support Operations Team in maintaining compliance with local regulations
  - Serve as the point of contact for regional legal counsel

- **Finance & Accounting:**
  - Work with external accounts and execute on office accounting (payroll, accountant management, expense tracking, Morrocan taxes, and statutory deductions)
  - Supporting the budget creation and monitoring for the Rabat office
  - Supporting of annual audits for the Rabat office and compliance with global audits for Instiglio
  - Execution of financial transactions (invoices, reimbursement)
  - Support the Global Finance team as required

- **Office Administration:**
  - Organizing events and travel (planning logistics, liaising, negotiating, purchasing flight, etc.)
  - Supply office with relevant equipment and supplies
  - Manage relevant databases (providers, inventory, employee information)
  - Support the procurement process in the region

**THE PROFILE**

We are growing a team of resourceful go-getters that are driven by our mission, curious about the world, and dedicated to a life of learning. An ideal candidate will have:

**REQUIRED QUALIFICATIONS**

- **Education:** BAC+4 or BAC+5 in accounting, Human Resources, business administration, finance, or related fields.
- **Experience:** At least 3 years of relevant experience in business administration, finance, accounting, HR, operations or related fields and payroll systems.
- **Technical knowledge:** Sound knowledge of accounting fundamentals.
- **Software:** Advanced skills in all Microsoft Office applications (PowerPoint, Excel and Word). Experience with Google Workspace.
- **Languages:** Full written and oral working proficiency in French (C2), Arabic (C1-C2), and English (C1-C2).

**PREFERRED QUALIFICATIONS**

- **Experience:** Experience in budgeting and financial monitoring, financial management, international development sector or startup environments; track record of working with a global team.
- **Software:** Intermediate skills in Quickbooks or other ERPs.

**PREFERRED SKILLS**

- Ability to take on the organizational perspective, with understanding of global priorities and appreciation for regional differences.
- Exceptional organizational skills.
REQUIRED SKILLS

- Exceptional execution and process management with impeccable attention to detail and accurate data entry skills.
- Strong structured thinking and analytical skills.
- Ability to work comfortably and communicate effectively in a multinational, culturally diverse, and virtual environment.
- Ability to manage competing, high-priority demands in a fast-paced environment.
- Willingness to learn and grow.

HOW TO APPLY

Please apply here, submitting your CV and cover letter (in English). In your cover letter answer the following questions: (1) Why are you a good fit for this role? (2) What is your motivation to apply to Instiglio? Only candidates selected for an interview will be contacted.