



<b>Job Title:</b>	<i>Finance Officer</i>
<b>Reports To:</b>	Executive Director
<b>Subordinates:</b>	N/A
<b>Related Parties:</b>	Administrative Assistant, Auditor, Donors, Programme Managers

### **Position Summary**

Maintains the organization cash books (receivables and payables), in terms of information integrity, organization, adherence to budget and technical guidelines.

### **Duties and Responsibilities**

- To maintain the cash books and accounting transaction records with proper filing management (in hard and soft copies)
- To update the accounting software permanently allowing the reports issuance timely and rapidly.
- To handle the preparation of payment receipts, ensuring that all necessary documentation is available along with appropriate approval (signatures).
- To draft periodic reports to the management and the donors.
- To inform the Executive Director about any discrepancy related to the cash books or any other financial task in line with the auditor's involvement.
- To respond to any other financial tasks when requested by the line manager.



## General Qualifications

- Relevant university degree or equivalent
- Relevant experience on similar projects and assignments
- Good knowledge in NGO financial work
  
- Proficiency in MS Office skills
- Fluency in written and spoken Arabic and English – French is a plus
  
- Strong communication skills – written and verbal
- Good organizational and managerial skills
- Able to work under pressure and in emergency situations
- Team player

**Candidates not matching the above criteria will not be considered.**

**Deadline for applications:** August 30<sup>th</sup>, 2009

**Salary:** Undisclosed. Please note that this is a local position.

**Vacancies Contact:**

Please send a resume and a cover letter explaining how your skills and experiences meet the needs of the position to [jobs@alefliban.org](mailto:jobs@alefliban.org) and put **FINOF** in the Subject Line.

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