



**Norwegian People's Aid**  
Lebanon

### **Job Vacancy Announcement**

**Title:** Finance Manager

**Position Type:** Full Time

**Location:** Beirut, Lebanon

#### **Duties:**

- Provide leadership, oversight and management of NPA's Finance/Accounting Department by supervising the accounting staff and ensuring the maintenance of a high performing and effective team.
  - Ensure all financial transactions are allowable, reasonable and allocable, as well as within the established financial guidelines of NPA, donors and local regulations.
  - Play a key role in the preparation of annual budgets and analysis in collaboration with key program staff.
  - Oversee cash flow planning and ensure availability of funds as needed.
  - Provide practical recommendations to the Country Director and Program Manager so as to improve internal control weaknesses and inefficiencies.
  - Provide training and support to financial and program staff on financial systems and routines.
  - Ensure relevant, timely and accurate financial reporting.
  - Ensures that all bank accounts are accurately maintained and reconciled.
  - Ensure that all assets are properly managed and safeguarded, with detailed records maintained.
  - Coordinate external audits and participate in discussing audit findings with management.
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- *Perform other duties as assigned by his/her direct supervisor.*

#### **Education Requirements:**

University degree in accounting, finance or business administration.

**Skills/Qualities:**

- At least 5 years accounting experience preferably in a non-profit organization.
- Fluent in English and Arabic.
- Computer skills including MS Office and accounting software.
- Ability to work with multi-tasked teams and complex projects.
- Able to take initiative and work independently.
- Effective communication skills

**Interested Candidates are invited to send their:**

- CV

- Cover Letter

No Longer than 14 October 2012 by Email to [admin.lebanon@npaid.org](mailto:admin.lebanon@npaid.org)

Short Listed Candidates will be contacted for interviews on 16 October 2012.

Kindly specify to which position you are applying