



Norwegian People's Aid

Lebanon

Job Vacancy Announcement

Title: Finance Officer

Position Type: Full Time

Location: Beirut, Lebanon

Duties:

Accounting and Management

- Responsible for quality and timely day-to-day financial operations: paper accounting (vouchers, supporting documents), electronic data-entry, and monthly closing process.
- Ensure that adequate financial management routines and systems are in place, and that NPA's accounting practices and standards are adhered to, and in accordance with requirements from donors, auditors and authorities: especially purchasing, authentication, payment procedures.
- Conduct regular site visits to all project field locations and carry out audits where necessary.
- Manage and ensure timely payments: payroll for local staff, consultants, vendors, and partner organizations in accordance with NPA's financial procedures and contract policies.
- Perform monthly reconciliations of all balance accounts to ensure accuracy.
- Prepare cash flow forecasts for submission with the quarterly transfer requests to HO.

Financial Reporting

- Ensure relevant, timely and accurate financial reports.
- Manage the finance activities and schedules to meet the financial reporting deadlines.
- In coordination with the Country Director and Program Manager, communicate with partner organizations in order to establish best financial reporting practices.
- Support the external auditor to ensure timely audit report statements.
- *Perform other duties as assigned by his/her direct supervisor.*

Education Requirements:

- University degree in accounting, finance or business administration.

Skills/Qualities:

- At least 3 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

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

Kindly specify to which position you are applying.