




Accountant

للخلف | ارسل هذه الوظيفة لصديق

* يشاهد جميع الوظائف لصاحب العمل هنا * jobs company



المؤسسة الفلسطينية للتمكين والتنمية المحلية
The Palestinian Association for Empowerment and Local Development

Accountant

General framework:

The Palestinian association for empowerment and local development – REFORM, seeks to promote the regulatory processes in Palestine through empowering the marginalized and disadvantaged groups, enhancing their political participation and community activism, facilitate a balanced access for target groups through a comprehensive review of the Palestinian political system, strengthening the superstructure of youth and women, and provide a reliable database for the political and administrative decision makers in Palestinian, and work on the revision and development of the Palestinian human rights system and promote equal public access to it.

In this framework, REFORM is implementing development projects that build and develop the capacity of youth, and establish the participatory spaces in political and social level, and play the vital role of facilitating the flow of information to Palestinian decision makers, towards developing integrative public policies, based on the needs of the Palestinian public, particularly in marginalized and disadvantaged areas.

In view of the importance of these projects, REFORM seeks to contract an accountant for the implementation of these projects, in accordance with the following parameters:

Functional tasks:

1. Perform day-to-day financial and accounting functions, monthly closing and reports including handling tasks related to financial and accounting cycle.
2. Preparing projects budget including yearly organizations financial budget and financial plan reports.
3. Prepare documentation for the income tax.
4. Supervise office and field coordinators petty cash.
5. Follow up and receipt of all financial transactions to be recorded using Bisan program System.
6. Provide assistance and advice on financial matters for the financial & Admin Officer.
7. Help in the Preparation and development of financial procedures for the organization.
8. Prepare the different financial reports (Bank reconciliation, Assets inventory, expenditure sheets for projects or any requested reports).
9. Prepare payment vouchers for purchases based on financial procedures.
10. Participate in procurement analysis sessions upon request.
11. Filing and archiving all financial files and papers daily according to the association internal policy.
12. Carry out other tasks as may be required from time to time for the smooth running of work.
13. Prepare salaries' sheets and pays lips for project staff.

Reporting and follow-up system:

The Accountant is reporting directly to the financial & Admin Officer.

- Prepare quarterly reports, summarizes all financial activities.
- The Accountant contributes to the association's quarterly report or any requested reports.

Qualifications and required skills:

- Bachelor Degree with Major in Accounting .
- Practical experience of no less than two years as an Accountant.
- Experience in accounting in similar NGO's is an assist.
- Proven experience in working with an accounting programs.
- Ability to prepare financial plans.
- Advanced communication skills.
- Advanced skill in using computer applications.
- Advanced capabilities in working with a team.
- Ability to work under pressure.
- Ability to prepare reports in Arabic and English.
- English language proficiency.

Applicant who meets the mentioned requirements should Submit their CV's without personal photos attached with a cover letter to the following address:

info@reform.ps

-CV's and cover letters will be accepted from Thursday , 28/05/2015 until Saturday 06/06/2015 .
Only short listed candidates will be contacted.

لتصلك اخر برامج التشغيل والوظائف في الضفة الغربية على جوالك وبدون رسوم ارسل حرف ض للرقم 37953

Accountant	المسمى الوظيفي
www.jobs.ps	أعلنت بواسطة
Accountant	الوظيفة
	تاريخ البدء
	الراتب
2966646/5	رقم العاكس
2966646/5	رقم الهاتف
info@reform.ps	البريد الالكتروني
Ramallah	المكان
Jun-06-2015	آخر موعد لإستقبال الطلبات

متوسط الخبرة	المستوى المهني
رام الله	المكان
دوام كامل	نوع الوظيفة
مجايبية	التصنيف

حقوق الطبع © 2015 Jobs.ps جميع الحقوق محفوظة.