

Financial & Administrative Assistant

REFORM works in the field of empowerment and local development, seeking to promote inclusion and social solidarity in Palestine through empowering marginalized and hard-to-reach groups. It aims to enhance the social and political participation of these groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of youth and women, and to provide a reliable database for the political and administrative decision makers in Palestine, and is currently seeking qualified candidates for Financial & Administrative Assistant: (Intern: Duty Station Ramallah)

Functional tasks

- Coordinate communication among staff.
- Provide technical and logistic support necessary for staff on the administrative and financial levels.
- Coordinate meetings and prepare the reports.
- Act as a link, with the importance of maintaining the flow of information between staff.
- Assist in preparation of correspondence of various parties in the regulatory process.
- Manage shared files in the organization (Shared folders).
- Prepare the daily work list and send to the staff.
- Follow-up of the staff's personnel affairs, and update the relevant files.
- Archiving and filing.
- Manage different databases.
- Managing petty cash.
- Assist in procurement process.
- Other duties delegated by the General Manager.
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Reporting and follow-up system

The Financial & Administrative Assistant prepares a periodic report submitted directly to the Financial & Admin Officer, and considers observations and feedback on the report within the following time frame:

- Prepare the weekly report, including summarizing all activities, networking and follow ups throughout the week and deliver it by the end of every Thursday.
- Prepare a monthly achievement reports, monitoring the progress of the project, the most important obstacles faced in the performance of their duties, and any development proposals within their functions.

Qualifications and required skills

- Bachelor's Degree in Accounting.
 - Knowledge of the preparation of financial documents based on previous experience in related fields.
 - Advanced communication skills.
 - Advanced computer skills and applications.
 - Ability to work well with a team.
 - Ability to work well under pressure.
 - Ability to prepare reports.
 - Advanced skills in organization management.
 - Proven experience on archiving and preservation of files.
 - Knowledge of coordinating activities.
 - English and Arabic language proficiency.
 - Advanced writing skills.
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- ✓ **Applicant who meets the mentioned requirements should Submit their CV and a cover letter to the following address (info@reform.ps).**
 - ✓ **CV's and cover letters will be accepted from Monday, 01/02/2016 until Saturday 06/02/2016.**
 - ✓ **Only short listed candidates will be contacted.**