

Financial and Administrative Assistant

Job Description:

Background of REFORM:

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the field of empowerment and local development, seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups. REFORM 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.

REFORM is currently looking to recruit a Financial and Administrative assistant in Ramallah. Kindly find below TOR for the positions.

General Requirements:

Application Deadlines: Sunday 5th of May 2024.

Duty Station: Ramallah

Languages Required: Arabic, Fluent English

Starting Date: Immediately

Expected Duration of Assignment: 12 months with possibility of extension

Type of Contract: Full-time

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).
- Follow-up of the staff's personnel affairs, and update the relevant files.
- Follow- up the updating process on HR system.
- Archiving and filing.
- Manage different databases.

- Managing petty cash.
- Assist in procurement process.
- Verify payment requests and ensure compliance with budgets and regulations.
- Assist with daily finance and administrative tasks, including recording payments, managing financial data, and supporting documents.
- Support the accountant to prepare the monthly bank account reconciliation, monitoring balances, and transferring funds as needed.
- Process monthly payroll and related taxes.
- Communicate with local external contacts, such as partners, banks, and auditors.
- Manage assets, maintain inventory, and oversee warehouse movement.
- Support financial management and project follow-up.
- Perform any other assigned duties.

Reporting and follow up requirements:

The Financial & Administrative Assistant have to prepare regular reports, and considers observations and feedback on weekly and monthly reports.

Job Requirements:

Qualifications:

- Bachelor's Degree in Business, Accounting, Communications or related field.
- At least Two years' administrative or finance experience in local NGOs.
- Advanced computer skills, including Word, PowerPoint and Excel, as well as proficiency in utilizing online resources to resolve technical issues.
- Knowledge of using Bisan accounting system is an advantage.
- Mandatory oral and written communication skills (fluency in English and Arabic).
- Strong ability to work well under pressure and multitask.
- Experience in preparing administrative and financial reports/memos.

Skills:

1. Proven oral and written skills in English and Arabic - **mandatory fluency in both languages.**
2. Strong organizational and time management skills.
3. Ability in using computers, printers, fax machines and other common office equipment.
4. Facilitating communication at all levels within the organization.
5. Ability to think on your feet and resolve issues swiftly.
6. Outstanding interpersonal and presentation skills – outgoing personality.

7. Have patience, discretion and sound judgement.
8. Accuracy and attention to detail.

Job Details

Job Title: Financial and Administrative assistant

Deadline: 05 May 2024

Location: Ramallah

Job Type: Full time

Position Level: Mid-Career

Salary: N/A

Degree: Bachelor's degree

Experience: 2 Years

Application Instructions

(1): Qualified candidates should send a copy of the following:

- An updated CV that corresponds to the needed requirements, please name the file (Full Name_CV), including three professional references.
- A cover letter detailing their interest and qualifications for this position in English. Please name the file (Full Name_CL).

To the email address: Hr@reform.ps

(2): Qualified candidates should fill out the following form for the vacancy:

https://docs.google.com/forms/d/e/1FAIpQLSf3-IXYyb7vI5RBWKmbwptv7uX5I4qh5BhEINb7cQ-ZmSWyKA/viewform?usp=pp_url

Deadline for submitting applications is: Sunday 5th of May 2024. 16:00 PM

Notes:

- Please indicate the position title in the email subject line.
- Only short-listed candidates will be contacted for an interview.
- **CVs with photos or any other distinctive signs will not be considered.**
- Incomplete applications or applications that do not follow the instructions will not be considered.

• REFORM is an equal opportunity employer and encourages females to apply.