

Terms of reference *Accounting and Payroll Officer Assistant*

**“Promotion of Gender-Responsive and Inclusive Politics and Economy in the MENA Region”
WoMENA Project**

National Commission for Lebanese Women (NCLW)
August 2024 - January 2025

Brief About NCLW

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated with the presidency of the Council of ministers.

As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and national councils and institutions on all issues related to the status of women including gender-based issues.

Brief description of the project

NCLW is implementing the “Promotion of Gender-Responsive and Inclusive Politics and Economy in the MENA region” WoMENA project in partnership with GIZ.

The project aims at empowering women for more effective participation in politics and decision-making to enhance their roles in local politics and local communities.

Consultancy Purpose

Supporting the Accounting and Payroll Officer at NCLW in financial and admin tasks.

Key Responsibilities

She/ He will assist the Accounting and Payroll Officer in the following:

- Preparing all financial reports.
- Preparing the payroll for all employees.
- Managing all accounting transactions including data entry.
- Reviewing petty cash expenses and proceeding with the payment of petty cash replenishment.
- Preparing payments (cheques and bank letters) based on supporting documents.
- Reconciling accounts payable and receivable.
- Reconciling Bank accounts.
- Overseeing the project budget and reporting process and in specific for WoMENA project (Promotion of Gender-Responsive and Inclusive Politics and Economy in the MENA Region).
- Coordinating with WoMENA Finance and Admin Officer on GIZ regulations and reporting on a regular basis.

Key Competencies

- University degree in accounting, finance or relevant field of study. A Master's degree is a plus.
- 2 to 3 years of professional experience in similar roles.
- Thorough knowledge of general ledger accounting and account reconciliation.
- Experience with accounting software.
- Strong attention to details and good analytical skills.
- Excellent interpersonal skills to communicate effectively across the organization.
- Highly detail-oriented.
- Capable of working under pressure.
- Strong analytical and problem-solving skill.
- Comply with financial policies and regulations at NCLW, including donors' regulations.

Application and Submission guideline

Interested candidates in this position should send their CV along with a cover letter and financial offer to info@nclw.gov.lb and include the job title mentioned above in the email subject and cover letter by 5 August 2024. Applications received after the closing date will not be considered. Only shortlisted candidates will be contacted.

Consultancy Period

6 months