

Terms of Reference

Accounting and Payroll Officer

Background and Objective

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the Presidency of the Council of Ministers (PCM). As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women as well as gender mainstreaming in public administrations. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

Based on the above and under the overall guidance of the NCLW Executive Director, NCLW is looking to hire a full time Accounting and Payroll Officer.

He/She will be in charge of the financial transactions, from fixed payments and variable expenses to bank deposits and budgets. The responsibilities include auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns.

The accounting and payroll officer shall provide accurate quantitative information on financial position, liquidity and cash flows while ensuring the data is compliant with all regulations, standards and taxes.

Responsibilities and Tasks

- Manage and oversee annual budgeting process in line with the Executive Director and or internal controller (from the Board)
- Prepare all financial reports.
- Liaise with external audit to ensure annual audit is carried out.
- Prepare the payroll for all employees.
- Comply with financial policies and regulations at NCLW.
- Prepare the yearly depreciation schedule.
- Manage all accounting transactions including data entry
- Reconcile review and manage accounts payable and receivable.

- Review the petty cash expenses and proceed with the payment of petty cash replenishment.
- Document the void transaction.
- Prepare payments (cheques and bank letters) based on supporting documents.
- Prepare the monthly bank reconciliation.

Knowledge, Competencies and Skills

Educational Background

- University degree in accounting, finance or relevant field of study, a Master level is a plus.
- Additional certification (CPA or CMA) is a plus.
- 3 to 5 years of professional experience in similar roles

Knowledge

- Thorough knowledge of general ledger accounting and account reconciliation.
- Experience with accounting software.

Skills

- 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

Submission Guidelines

Interested candidates in this position should send their CV along with a cover letter to info@nclw.gov.lb and include the job title mentioned above in the email subject and cover letter by June 23, 2021. Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.

Kindly note that the salary will be paid in Lebanese Pound.