

Terms of reference
Accounting and Payroll Officer assistant

“P-VAWG Preventing Violence against Women and Girls in Lebanon” Project

National Commission for Lebanese Women (NCLW)
January 2022 – August 2022

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 to 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 of 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 “P-VAWG Preventing Violence against Women and Girls in Lebanon” project in partnership with GIZ.

The project entails 3 components:

- Data Collection on GBV and SGBV.
- Strengthening NCLW’s coordinative role as to GBV in Lebanon.
- Improving the performance of Social Workers at SDCs to enhance their capacities in dealing with GBV cases.

Consultancy Purpose

Accounting and Payroll Officer assistant: to support the Accounting & Payroll officer at NCLW in financial and admin task.

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 the petty cash expenses and proceed 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 PVAWG project (Preventing violence against Women and Girls in Lebanon).
- Coordinate with PVAWG Finance and Admin officer on GIZ regulations and reporting on 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 January 14, 2022. Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.

Consultancy Period

8 months