

Accountant and Payroll Officer Assistant

Terms of Reference (TOR)

Summary:

Job title	Accounting and Payroll Officer Assistant
Project title	Empowered and Capable Girls: Equitable Education for all (phase II)
Purpose	To support the Accounting & Payroll officer in financial and admin tasks.
Location	Beirut, Lebanon
Duration	12 months
Reporting to	Project Coordinator

Background:

In 2022, NCLW and UNICEF Lebanon signed an annual work plan for collaborations that aims at better understanding the barriers for access education for adolescent girls in the current multilayered crisis that Lebanon is facing, and that might lead to higher risks child marriage among adolescent girls.

Lebanon has been facing a compounded crisis characterized by the massive collapse of the economic and financial system as well as political and social instability over the last two years. This has exacerbated gender inequality, putting women and girls at greater risk of GBV and increasing the prevalence of child marriage. Faced with rising poverty, inflation, and increasingly scarce jobs, families are often cutting school expenses and resorting to child marriage as a harmful coping mechanism to deal with economic pressure.

According to the GBV IMS data (2021), forced marriage, psychological or emotional abuse, and sexual assault were the most commonly reported forms of GBV incidents against children in 2021, accounting for 30 percent, 23 percent, and 21 percent, respectively. Due to the traditional gender and social norms that impose restrictions on their role in society, girls are deprived of various opportunities and rights, namely education.

One of the most effective strategies to avoid child marriage is to keep girls in school. Adopting approaches that aim to prevent and respond to child marriage encompasses interventions that

tackle the empowerment of girls; increase their access to the needed resources; change community and family attitudes and behaviors related to child marriage, and break the stereotypes regarding the role of girls in society.

As a follow-up to the first phase of the EU and Switzerland-funded joint project that was implemented by the National Commission for Lebanese Women (NCLW) in 2021-2022 in partnership with UNICEF, the team delivered different awareness sessions in public schools in collaboration with the Ministry of Education and Higher Education, targeting 3000 adolescent girls, extending to all Lebanese governorates. NCLW understands the importance to continue these sessions and reach out to more girls with the perspective to raise awareness of the pervasive practice of child marriage. This can be done through targeted advocacy which promotes gender equality and girls' empowerment through education and developing skills.

Objective:

NCLW and UNICEF are seeking to recruit an Accounting and Payroll Officer Assistant to support the Accounting & Payroll officer in financial and admin tasks.

Responsibilities and tasks:

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.
- 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 UNICEF project (Preventing violence against Women and Girls in Lebanon).
- Coordinate with NCLW Finance and project officer on NCLW-UNICEF regulations and reporting on regular basis.
- Manage and oversea annual budgeting process in line with the Project Coordinator and or internal controller.

Reporting:

- a) Periodical meetings to be held between the Accounting and Payroll Assistant and the Project Coordinator to keep her/him updated on budget and challenges.
- b) Periodical meetings to be held with NCLW team to keep them abreast of the main findings and to get clearance on tasks performed.

Expected background and experience:

- 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.
- Knowledge of the HACT procedures is a plus.

How to apply:

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 August 27, 2022. Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.

Incomplete submission will be a ground for disqualification.