

THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA/ ORDER OF MALTA LEBANON, HAS A VACANCY FOR A SENIOR ACCOUNTANT

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 30 projects serving the most vulnerable populations, across the Lebanese territory including primary healthcare centers, mobile medical units, elderly day care centers, hosting centers for the differently-abled and projects for the displaced and refugees.

The Order of Malta Lebanon, with the support of its partner Malteser International (MI), has developed a comprehensive multi-annual program to strengthen its social and health services as well as its structures.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is looking for an experienced

SENIOR ACCOUNTANT

DUTIES & RESPONSABILITIES

The Senior Accountant is responsible for preparing and analysing the project financial records, monitoring its progress, investigating variances, compiling financial statements, review data and ensure compliance. Additional accounting duties include (but not limited to) account reconciliations, booking of standard journal entries, etc.

Specifically, the senior accountant will:

- Manage all accounting operations based on accounting principles.
- Maintain project-related records, including contracts, variation orders & purchase orders.
- Assist in monitoring project financial expenditures and their conformity to the work-plan.
- Collect, analyze and summarize account information, develop periodic reports for management.
- Investigate project variances and submit variance reports to project manager.
- Audit financial transactions and document accounting control procedures. Compile information for external audits.
- Keep information confidential and secure them with random database backups.
- Keep up with financial policies, regulation and legislation.
- Review and approve suppliers and contractor's invoices. Oversee filing project documentation.

QUALIFICATIONS

- Minimum 5 years' work experience, senior level
- Bachelor's degree in accounting, Finance or related area
- Focused individual with capacity to plan and manage in a multiple deadline-working environment.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Strong written communications skills, Experience in reporting writing
- Highly organized and attentive to details.
- initiative, high sense of responsibility, organizational and analytical skills
- Fluency in English (written and spoken); French/Arabic
- Fully computer literate (Microsoft Office)

CONDITIONS

- Start Date: **as soon as possible**, but no later than **OCTOBER 01, 2020**
- Duty Station: **Beirut, Lebanon** with very frequent visits to program/project areas
- Duration of contract: **1 year (extendable)**

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV,
MOTIVATION LETTER AND COPIES OF YOUR DIPLOMAS,

BY **SEPTEMBER 23, 2020**

TO **RECRUTEMENT@ORDREDEMALTELIBAN.ORG**

SPECIFY THE POSITION IN THE SUBJECT.

****Only short-listed candidates will be contacted.***