



**ORDER OF MALTA
LEBANON**

THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA/ ORDER OF MALTA LEBANON

ABOUT US

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 40 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 as well as an agro-humanitarian project within the catchment areas of its centers.

The Order of Malta Lebanon has developed a comprehensive multi-annual program to strengthen its social, agricultural 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 experienced

Accountant

LOCATIONS

Head Office – Beirut

SUMMARY

Responsible for the management and reporting of financial data such as preparing financial statements, examining, and analyzing accounts and ensuring compliance with financial reporting and other standard accounting procedures

RESPONSIBILITIES

- Checks that all vouchers are properly supported by adequate documents
- Prepares all journal entries related but not limited to Accounts payable, cash and banks movement, expenses, payroll, difference on exchange, depreciation, and amortization
- Reconciles and follows up daily on Banks accounts, Cash and cheques, Accounts payable and Accounts receivable
- Reconciles and follows up monthly on Inventory records and fixed assets records
- Prepares daily cash and banks position report
- Updates daily schedule of payments
- Coordinates and follows up with external auditors
- Archives all files and documents related to the accounting
- Responds to inquiries regarding financial data and special reporting requests
- Coordinates for troubleshooting of software problems
- Prepares a periodic financial statement and any other report that is requested by the management
- Maintains a clean and tidy workspace



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- Liaises with external audits
- Applies and follows code of ethics, values, mission, and vision of Order of Malta – Lebanon
- Performs other related duties assigned by the Management

QUALIFICATIONS

- BSc in Accounting, Finance or relevant degree
- 3 to 5 years of experience in the related field is a must
- Detail-oriented and accurate
- Communication skills
- Possess a humanitarian spirit
- Ability to work in a multidisciplinary team and under stressful situations
- Ability to adhere to ethical considerations and guidelines
- Knowledge in ERP (SAP is a plus)
- Team-oriented personality
- Computer literate, excellent knowledge of Microsoft Office
- Good in Arabic, English and French (Written and Spoken)

HOW TO APPLY

Kindly send your resume to recrutement@ordredemalteliban.org specifying the position name in the subject by **February 18th, 2023**

*Only short-listed candidates will be contacted.