



Masar Association Terms of Reference *Fixed-Term Employment*

GENERAL INFORMATION	
Position: Accountant and Admin Officer	Date: 4 September 2023
Unit: Administration	Location: Beirut
Reports to: Executive Director	Approved by: Executive Director

SUMMARY OF KEY TASKS
The Accountant and Admin Officer handles all accounting and financial transactions at Masar in compliance with internal policies and procedures, donor requirements, best practices, and applicable laws. Additionally, the job incumbent handles personnel and administrative matters in support of management.

DUTIES & ESSENTIAL FUNCTIONS
<p>Accounting</p> <ul style="list-style-type: none">• Handle all book-keeping, utilizing the SWAP Accounting System, ensuring daily transaction recording;• Prepare payments for consultants and vendors, in accordance with Masar's Financial Policies and Procedure, valid agreements, and approved budgets;• Perform monthly reconciliations of bank and cash accounts;• Conduct weekly cash counts of petty cash and cash funds held by Programs' staff;• Prepare remuneration and allowances payments to all contractual staff;• Support the internal auditor and prepare needed documents for their monthly visit, including agreements, invoices, receipts...;• Support the external auditor to ensure the issuance of timely audit report statements;• Follow-up on and handle key payments and related documents issued by Masar, including office rent and office building services, Municipality tax, P.O.Box renewal, documents due to the Ministry of Interior, documents to the Ministry of Finance, medical insurance for staff, SWAP fee, server domain, and other relevant expenses;• Attend trainings with donors in relation to accounting and auditing principles and requirements when needed;• Ensure that Masar's Procurement and Financial Policies and Procedures are adhered to at all times.

Masar Association

Donor and Financial Management

- Ensure that adequate financial management routines and systems are in place and that Masar's accounting practices and standards are adhered to as well as standards stipulated by law;
- Ensure that the requirements of donors, auditors and authorities are fulfilled, especially in relation to purchasing, authentication and payment procedures;
- Coordinate with donors to comply with their financial reporting requirements;
- Prepare donors' budgets and financial reports as per requested templates and guidelines;
- Monitor budget expenditures and ensure alignment with approved budget;
- Prepare monthly financial reports for management, including income statements and balance sheet.

Administration

- Manage the office and its needs, including the assets present, the stationery and consumable requirements, and expenses;
- Support the recruitment process, including posting vacancies on online portals;
- Update staff files to include at all times the documents specified in the Admin and HR Policies and Procedures manual and the proper signatures;
- Compile and approve monthly attendance sheets prepared by staff on time;
- Ensure proper and adequate filing system for financial and administrative documents;
- Support and ensure proper and smooth digital archiving, in coordination with the ICT Officer;
- Manage procurement services in line with Masar procurement policy outlined in the Financial Policies and Procedures manual, including the posting of and follow-up on "Requests for Quotations" and "Call for Tenders";
- Update key documents, and keep track of the inventory list, vendors and suppliers' list, pool of experts' list, staff roster, donors' roster, end dates of agreements, dates of budget transfers by donors, and any other relevant information that supports sound management practices at Masar;
- Ensure that Masar's HR and Admin Policies and Procedures are adhered to at all times;
- Manage Masar's accounts related to Financial, Administrative, and Personnel matters as per Masar's Accounts Management List;
- Prepare material for the institutional archive and share content with the Executive Director for revision and approval.

General

- Represent Masar in meetings upon need;
- Assist in other related tasks as requested by the Executive Director and Head of Office/ Chief Coordinator.

Masar Association

COMPETENCIES
<i>Required</i>
<ul style="list-style-type: none"> • University degree in Accounting, Banking and Finance, or related field • At least 3 years of relevant experience • Proficiency in Accounting Software • Attention to Details
<i>Preferred</i>
<ul style="list-style-type: none"> • Knowledge of SWAP Accounting System
WORKING RELATIONS
<i>Supervisory Responsibility</i>
<ul style="list-style-type: none"> • None
<i>Internal Relations</i>
<ul style="list-style-type: none"> • Internal Auditor • Staff working in Administration and Programs
<i>External Relations</i>
<ul style="list-style-type: none"> • External Auditor • Donors • Banks • Vendors/ Suppliers/ Consultants
JOB CONTEXT/ PHYSICAL REQUIREMENTS
<ul style="list-style-type: none"> • Ability to handle pressure and meet tight deadlines
SUBMISSION DETAILS
<ul style="list-style-type: none"> • Interested and qualified candidates are invited to submit their CV along with a cover letter in PDF format to submissions@masarlb.org • Deadline for submission is 12 September 2023 at 5:00 p.m. Lebanon time. • Starting date: the selected candidate shall start the job immediately.