

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Finance & Administration Officer |
| **Location** | Lebanon |
| **Mission** | Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Palestinian refugee camps of Lebanon. |
| **Job Purpose** | Support the management of MAP’s financial programme in Lebanon in accordance with organisational priorities |
| **Salary**  **Hours**  **Reporting to**  **Responsible for** | $28,572 per annum  35 hours/week  Finance and Admin Manager  Driver |
| **Key Internal**  **Relationships**  **Key External relationship**  **Contract** | Director of Operations in Lebanon; Programme Officers.  MAP partner organisations, suppliers, contactors, auditors, banks  12 months fixed term |

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

**Duties and key responsibilities**

**Due Diligence and Partner financial monitoring**

* Contribute to performing and updating due diligence for partners and suppliers
* Develop good working relationships and maintain regular contact with the finance staff of partner organisations.
* Ensure appropriate and timely financial reporting from partner organisations.
* In coordination with the programme staff, review and correct of partners’ financial reports (including receipts/ invoices) and submission to the FAM.
* Ensure that MAP’s procurement policies and procedures are followed.
* Visit partners’ offices to follow up on queries and ensure financial controls and procedures are in place.
* Assist the FAM in setting up accounting systems and procedures that are required by MAP for partners.
* Identify and assist in financial training and capacity building needs of partner and MAP staff.
* Maintain archiving systems for partner’s financial documents according to MAP’s procedures and donor requirements.

**Reporting**

* Ensure that all donor requirements are complied with in all grant transactions and processes; keep the FAM informed on all major compliance issues/challenges while taking the necessary corrective steps.
* Assist in the preparation of interim and final donor reports.
* Assist in all aspects of donor audits.
* Contribute to preparing reports to ministries, NSSF, and government institutions.

**Procurement**

* Participate in the Bids Opening Committee for supplies, stationary, computers, etc. procured for MAP or for implementing the projects activities and opining bids for partners.
* Provide administrative support on all areas of the procurement process.
* **Financial controls**Post transactions to the accounting system to meet the month-end timetable and prepare regular balance sheet and bank reconciliations.
* Constantly review banking balances to ensure the timely request of cash requests from the London office.
* Review and check payment requests and their related supporting documents and make sure that they have the correct approvals.
* Prepare cash payment vouchers to settle payment requests. Maintain the petty cash tins under the IMPREST system.
* Ensure proper filing of all financial vouchers and reports.
* Ensure compliance with MAP’s financial and procurement policies and procedures, and MAP’s donor requirements, at all times.
* Actively support and advise MAP’s programme staff on all financial issues.
* Assist the FAM in preparing programme and overhead expenditure forecasts
* Assist the FAM in liaising with audit staff (internal and external) ensuring that any recommendations and changes are fully implemented.
* Maintain asset and inventory registers for MAP offices in Lebanon
* Carry out regular cash and inventory counts.
* Ensure timely payments related to offices, programmes, and others are made.

**Audit**

* Support the Financial Administration Manager (FAM) in coordinating with auditors from MAP, both internal and external, to ensure complete implementation of any recommendations and adjustments.

**Safety and Security**

* Contribute to conducting safety and security audits/checks and following-up on related action points.

**General Responsibilities**

* Support the mission, ethos and values of MAP.
* Carry out other associated duties as may arise in line with the broad remit of the position.
* Support and promote diversity and equality of opportunity in the workplace.
* Work collaboratively with others in all aspects of our work.
* Abide by organisational policies, codes of conduct and practices.
* Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and MAP data.

**Person Specification**

**Experience**

* Ideally candidates will have a formal accountancy qualification from a recognised accountancy body (ACCA, ICMA, ACA)
* Candidates with considerable and proven experience in a Finance Officer role will be considered
* Extensive background working as a Finance Officer or in a similar capacity, encompassing comprehensive handling of financial accounting procedures and internal control mechanisms.
* Expertise in collaborating during financial year-end procedures and facilitating communication with auditors.
* Preferred experience in auditing within the context of an (International) Non-Governmental Organization (NGO).
* Proficient in general accounting principles with a track record of establishing accounting systems and supplementary support structures.

**Skills and abilities**

* Proficient user of finance software; use of a multi-currency accounting package an advantage (MAP uses Xledger)
* Excellent Excel, and MS office skills
* Strong communications, interpersonal, organization, and listening skills.
* Excellent written and verbal communication skills in both English and Arabic;
* Ability to prioritise work and meet deadlines.
* Demonstrated ability in building and maintaining collaborative relationships

**Personal attributes and other requirements**

* Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends
* Able to conduct regular field visits to the Palstinian refugee camps where MAP works.
* Commitment to MAP’s mission, services and the right to health.
* Commitment to anti-discriminatory practice and equal opportunities.
* An ability to apply awareness of diversity issues to all areas of work.
* Commitment to the values and ethos of MAP.
* Prepared and able to travel occasionally to other MAP offices.
* Driving license and ability to travel in Palestine, Israel and internationally
* Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.
* Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
* Adhere to a zero-tolerance policy on sexual exploitation and abuse/safeguarding.
* Treat with confidentiality any personal, provide or sensitive information about individual organisations and/or clients, staff and MAP data