AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
http://www.aub.edu.lb/sao/cps/Pages/index.aspx

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

### JOB VACANCY FORM

<table>
<thead>
<tr>
<th>X Full-time</th>
<th>□ Part-time</th>
<th>□ Summer-Job</th>
<th>□ Internship</th>
</tr>
</thead>
</table>

**Job Title:** Finance Manager

**Reference Number:** 290514-6

Application Deadline:

### Company Description

**FIRM/INSTITUTION NAME:** NRC

**TYPE:** □ Local    □ Regional    **X** Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:**

**FIRM WEBSITE:**

### Job Description

**BRIEF JOB DESCRIPTION:**

*Generic responsibilities*

1. Implement NRC’s financial systems, routines and procedures at national level and oversee their implementation at field level
2. Maintain overall budget control and monitor cash flows, ensuring timely replenishment of funds from HO in line with expenditure projections
3. Ensure that budgeting, accounting, year-end procedures and other financial processes comply with NRC's Financial Handbook, other NRC policies, international accounting standards and donor and auditor requirements
4. Submit accurate monthly and year end accounts in accordance with agreed deadlines
5. Ensure optimal allocation of expenses in line with approved budgets and projected expenditure, maintaining and overview of capacity of support functions to facilitate core competency programming and expansion
6. Ensure submission of accurate and high quality budget proposals, revisions and financial reports (with appropriate analysis) to donors on a timely basis
7. Management of finance team at country office
8. Training and development of finance teams in all offices
9. Support to and training of line managers with budget responsibilities, focusing on financial procedures, interpretation of financial reports and budget forecasting
10. Provide CD and programme staff with monthly financial analysis and reports, and participate in regular budget review meetings with budget holders.

Specific responsibilities

1) Develop split budgets for NRC's field offices, and provide regular and accurate budget -v- actual reporting to field level project staff and management
2) Ensure random compliance checks are carried out at all offices, that checks are recorded and that corrective action is taken as necessary
3) Implementation of management letter recommendations
4) Ensure compliance with national taxation and related requirements (income tax, NSSF, VAT, customs duties etc)
5) Maintain an up to date authorisation table and list of approved bank signatories
6) Maintain financial archives in accordance with donor requirements
7) Carry out vulnerability mapping and ensure that anti-corruption procedures are in place and adhered to

Critical interfaces
By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:
• Programme Managers/Field Managers: Development of project and office/support budgets, review of budget –v-actual expenditures, projections of future spend and budget revisions as required
• Logistics Manager/HR & Admin Manager/Security Adviser: Ensure that non-project costs, including staff safety and security, are accurately budgeted for and included in donor proposals
• HR & Admin Manager and Logistics Manager: Collaborate to ensure that the anti-corruption Guidelines are effectively rolled out across the country and that compliance is checked on a random basis
• External auditors: Provide accurate and complete records on a timely basis in accordance with agreed timelines

JOB LOCATION(S):
City: Beirut Country: Lebanon

DEGREE:
X Bachelor □ Master is a plus □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Finance and marketing and business

WORK EXPERIENCE:
Minimum 3 years of experience from working as a senior Financial Manager in a humanitarian/recovery context
SKILLS:

Languages Skills:  ☒ English  ☐ Arabic  ☐ French  ☐ Other:

Computer Skills:  
Strong computer skills, especially in MS office – previous experience of Agresso an advantage

Other Skills:
• Recognised accountancy qualification
• Experience from working in complex and volatile contexts
• Documented results related to the position’s responsibilities
• Knowledge about own leadership skills/profile
• Solid knowledge of computer software and modern accounting systems
• Knowledge of key donors, their policies and procedures
• Strong training and presentation skills
• Knowledge of the Lebanon context

SALARY
Basic Salary Range:
Other benefits include:
  ☐ Accommodation  ☐ Health Insurance  ☐ Return Ticket  ☐ Bonus
  ☐ Laptop  ☐ Mobile Phone  ☐ Children’s Education  ☐ Transportation
  ☐ Lebanese NSSF  ☐ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 290514-6

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour
American University of Beirut
Career and Placement Services
The job vacancies are for AUB students and alumni ONLY.