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# JOB VACANCY FORM

**x Full-time** □ Part-time □ Summer-Job □ Internship

**Job Title:** Field Finance Assistant

**Application Deadline:**

**Reference Number:** 211113-8

## Company Description

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

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION**

## Job Description

**BRIEF JOB DESCRIPTION:**

To support the Field Finance Officer with financial routines and daily financial practicalities.

- Daily accounting (bookkeeping) according to NRC financial handbook.
- Manage field office petty cash.
- Carry out cash reconciliation.
- Maintain proper filing of all financial documents (vouchers, contracts, tender documents, etc.)
- Ensure that all transactions are correctly authorized and fully documented.
- Review outstanding balances on a monthly basis, in conjunction with the Finance Officer.
- Prepare payments: beneficiaries and vendors; in accordance with NRC’s financial procedures and contract policies.
- Assist the Finance Officer in the month-end accounting closing process, ensuring the accuracy and completeness of the ledger and all supporting documentation.
- Assist the Finance Officer in the preparation of field budgets.
- Support the Finance Officer in the preparation of monthly field financial reports.
Fulfill any other related tasks that may be assigned by the FO or the FM.

**JOB LOCATION(S):**
City: Zahle  Country: Lebanon

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

**MAJOR/ EMPHASIS:** Ordinary National BA in Business Administration / Finance Major is a plus

**WORK EXPERIENCE:** Minimum of 1 years of relevant work experience

**SKILLS:**

**Languages Skills:**
- x English
- X Arabic
- □ French
- Other:

**Computer Skills:** Good computer application skills in Microsoft Excel, Word, PowerPoint, database and network communications.

**Other Skills:**
- Good communication and interpersonal skills
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Highly approachable, trustworthy and confidential
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
- Ability to work independently whenever required

**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:**

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**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: 211113-8
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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

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The job vacancies are for AUB students and alumni ONLY.