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**JOB VACANCY FORM**

| X Full-time | ☐ Part-time | ☐ Summer-Job | ☐ Internship |

**Job Title:** Finance & Administration Manager

**Application Deadline:**

**Reference Number:** 261113-11

**Company Description**

**TYPE:** Local  ☐ Regional  ☐ Multinational

**INDUSTRIAL SECTOR:** Education

**Job Description**

**BRIEF JOB DESCRIPTION:**
Developing Assistance to Schools and Teacher Improvement II is a project that aims to enhance student achievement in Lebanese public schools by training English teachers, developing extra-curricular activities, providing schools with ICT equipment and training, developing school leadership and building the capacity and tools necessary to support school improvement planning.

This is a 2-year project funded by the United States Agency for International Development.

The Finance & Administration Manager will be handling all administrative, personnel, financial, and accounting procedures for the three components: School Improvement Planning, Leadership Development Program and Extra-curricular Activities. Specific responsibilities that the Manager will be responsible for include, but are not limited to:

- Handling personnel financial and administrative processes for employees and consultants, including contacting references, documenting salary history, preparing contracts and personnel files, preparing payments, etc.

- Establishing project financial procedures, handling cash management, accounts payable, and all project related expenditures in accordance with our financial procedures, contract requirements, and USAID regulations.
Ensuring timely submission of staff timesheets and consultant invoices, reviewing each submission for allowability, and processing payment vouchers and taxation issues
- Monitoring project budget vs. expenditures to ensure that project operates within its given budget, coordinating with project staff as needed
- Generating accrual and all other financial reports needed
- Handling bank reconciliation
- Ensuring compliance of project activities and accounts with USAID regulations
- Maintaining all financial records in meticulous order and providing auditors or other stakeholders with documentation when needed
- Establishing and maintaining project filing system (hard and soft copies) to include all key project documents, correspondence, technical deliverables and reports
- Conducting financial and/or administrative training and orientation for project personnel and serving as a reference for project personnel on contractual, financial and administrative issues
- Ensuring that project financial, administrative, and reporting deadlines are met
- Coordinating with and reporting to Lebanon and HQ managers, finance and compliance personnel as required

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: BA degree in Finance, Accounting, Business, or other relevant field required; Master’s Degree preferred

WORK EXPERIENCE: Finance & Administration Manager

SKILLS:
Languages Skills:  X English  X Arabic  X French  Other:

Computer Skills:
- Excellent computer skills (Accounting software, MS Office, internet research, etc
- Proficiency in Costpoint accounting software, preferred
- Ability to multi-task with high attention to details and with the highest level of professional ethics and discretion
- Willingness to travel to different program locations across Lebanon when needed
- Lebanese citizen
- Available to start work as soon as possible

Other Skills:

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: 261113-11

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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

American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.