



**Collective for Research & Training on Development - Action
Accountant
Terms of Reference**

Job Title: Accountant

Reporting to: Finance Director

Liaison with:

**Senior accountant for matters related to CRTD.A's overall work
Namlieh backstopper and Namlieh Project Coordinator for matters
related to Namlieh**

Job Purpose: The Accountant is entrusted with the task of: maintaining CRTD.A financial system and preparing the needed financial reports on CRTD.A various projects including the independent Namlieh cooperative.

Key Responsibilities:

- Maintaining an efficient and user friendly financial system
- Processing financial requests and tasks including the provision of efficient support for CRTD.A's women economic empowerment program
- Organize procurement of goods and services according to CRTD.A's guidelines including the calculations and compilations of cost estimates
- Maintain up-to-date and clear inventory records
- Assist the in processing financial transactions, maintaining and updating financial records, verify the accuracy of calculations and the completeness of supporting documents
- Prepare dates for financial reports
- Monitor expenditures
- Assist finance department in needed tasks

Key Competencies

Education: Degree in accounting, business administration or equivalent.

Experience: 2 to 3 years of experience in accounting.

Languages: Excellent knowledge of English and Arabic. French is a plus.

Interpersonal skills, ethos and values:

- Ability to work within a team
- Communication skills
- Commitment to gender equality and social justice
- Ability to meet multiple deadlines

Terms and Conditions

- Agreement starting January 2nd 2017. The duration of this contract is one year
- Full-time post
- Other terms as described in the Staff Charter

Interested candidates should send their **CV and a motivation letter** to: vacancy@crt-da.org.lb with the subject line: **Acc vacancy**

Deadline for applications: 18 November 2016

Only shortlisted candidates will be contacted.