

Admin/Accounting Officer

(Based in Beirut)

First deadline: 30 June 2014

**Duration of the post: 1 year renewable
Immediate Recruitment**

As part of its Women Economic Empowerment Programme **CRTD.A** is looking to recruit two Administrator/Accounting Officers to support the implementation of the project

Tasks and responsibilities

- Setting up and running a high quality financial, administrative and accounting system and its attendant procedures.
- Overseeing procurement procedures
- Monitoring expenditure
- Producing timely and high quality financial reports
- Providing all the necessary administrative and logistics support needed for activities implementation

Successful candidates will have:

- Degree in finance, accounting, or business administration
- At least five years experience in relevant administration and accounting work preferably with NGOs or other related sector
- Computer literacy with familiarity in using MS Office, internet and other office software
- Communication and inter-personal skills and ability to work within a team
- Excellent knowledge of Arabic and English with French as a plus

Interested candidates should submit their CV and motivation letter along with three letters of recommendations by e-mail to vacancy@crtda.org.lb no later than 5 July 2014 (please indicate **AAO** in the subject line)

Only short listed candidates will be contacted.