

Ramallah Office Accountant

The Jerusalem Legal Aid and Human Rights Center (JLAC), a leading human rights' organization in the field of legal representation and legal aid services to victims of human rights' violations, in addition to human rights awareness and advocacy activities.

We are looking for an experienced accountant/finance professional to join our team as an accountant at our Ramallah Headquarters. You will be a key player within the Finance and Administration Department, and a major contributor to matters related to accountancy, finance, and grant management, and will analyse and present information for the Finance team, and will contribute to the sound financial and administrative management of the JLAC projects and activities, whether implemented directly or through partner organizations. To be the ideal candidate you will possess outstanding interpersonal skills, considerable experience in an NGO, a proactive approach to strengthening the effectiveness of JLAC's Programmes to support the marginalized Palestinian communities in the West Bank including Jerusalem.

As the office Accountant, you and your fellow accountants will be the primary entry point for your colleagues for issues related to accountancy, finance, and grant management. You will ensure internal policies and regulations are well understood and applied by your colleagues. Through your support, the capacity of the finance and administration department is strengthened. You ensure the timely and appropriate reporting of JLAC and partners' activities to your colleagues and management and for regular internal and donor reporting.

Main Responsibilities

▪ Financial Oversight

Under the supervision of the Director of Finance and Administration, and in cooperation with your colleagues in the Finance and Administration Department, you will oversee the financial aspect of a set of JLAC's projects and activities, and make sure all processes and transactions are conducted in line with JLAC's procedures and guidelines, and in no contradiction to donor regulations and contractual obligations

▪ Accounting & Financial Management

You will be responsible for carrying out various accounting and financial tasks related to JLAC's operations including but not limited to:

- Logging all financial and accounting transactions into Bisan Accounting System;
- Managing and reconciling petty cash accounts;
- Managing the center's fixed assets, managing its inventory and making sure it is properly coded;
- Preparing monthly salary slips, reports, insurance contributions, savings, and severance pay;

- You will be monitoring JLAC's bank accounts, and preparing the required bank reconciliation;
 - Preparing lists of payables, receivables, employee advances and grants' reports;
 - Preparing periodic general and project based financial reports, in cooperation with the Finance Director;
 - Cooperating with the external auditor, and providing all required documents and reports;
 - Supervising the implementation of JLAC's financial policies and procedures
 - You will contribute to the procurement and contracting processes for JLAC's related activities;
 - You will be organizing and maintaining the paperwork needed to insure the sound documentation of the JLAC finances;
- **Financial Reporting**

You will contribute the efforts in preparing periodic internal financial reports to be submitted – through the director of Finance – to JLAC's Director and Board of Directors, and the donor financial reports and payment requests as per donor regulations and contractual obligations. You will be in charge of collecting financial data and reports from programme colleagues, congregating the data, and logging it into JLAC's financial accounting system and generating various reports.

▪ **Reporting and Communications**

As the Ramallah Office Accountant, you will report directly to the Director of Finance and Administration. You will also work closely with the colleagues at the Finance & Administration Department and colleagues in the programme departments.

About you

Qualifications:

- **Required:** Bachelor's degree in Accounting/Financial Management with minimum of 3 years of relevant experience in accounting and financial management, preferably within a non-profit organization.
Plus: experience in EU funded projects.

Skills and experience:

- Experience working with foreign currency transactions and the ability to analyse a large volume of invoices and expenses

- Well-organized, attentive to detail, and able to handle multiple tasks simultaneously, prioritize, and meet deadlines
- Knowledge of the Palestine and Jerusalem contexts
- Strong administrative and communication skills
- Excellent interpersonal skills including cross-cultural experience
- Deep knowledge of best practices in financial management required
- Excellent knowledge of Excel, Word and email applications required
- Excellent command of Bisan accounting software
- Financial management and reporting skills
- Excellent management skills and ability to work in a team environment
- Excellent verbal and written command of English
- Knowledge of Grants management a plus
- Knowledge of key donor reporting requirements (EU, DFID, other international donors) an advantage

Location: The post will be based in JLAC's headquarters in Ramallah.

Duration: Fixed-term, starting May 2020

About us

You'll be working with the Jerusalem Legal Aid and Human Rights Center which is a high impact human rights organization that works hard to protect the basic human rights of Palestinians in the West Bank including East Jerusalem through legal representation, legal services and advocacy. Since our creation in 1974 we have worked across the West Bank including Jerusalem to improve protect the livelihoods of marginalized communities and individuals and helping them in attaining their rights to housing, preventing home demolitions, residency rights, public services and social and economic rights.

About what's on offer

JLAC offers a competitive package and an attractive working environment, as an equal opportunity employer, welcomes applications from all Palestinian nationals and residents.

To be considered, applicants are requested to send an up-to-date CV and cover letter to the following email address:

jobs@jlac.ps

Please make sure to include the job title (Ramallah Office Accountant) in the subject line.

Deadline for applications: (25/04/2020 23:59 Jerusalem local time), applications beyond this deadline will not be considered

Applications that do not meet the minimum requirements listed above will not be considered. Please ensure that all necessary documents are attached, as incomplete applications and/or corrupt files may delay processing of your application or remove you from consideration. No phone calls will be accepted.

Due to the high number of applications, only shortlisted candidates will be contacted. Shortlisted candidates will be invited to sit for a written test, successful candidates will be invited for a personal interview.