

Job Announcement

Financial Assistant (Maternity Leave Cover)

Heinrich Böll Foundation, the German Green Foundation is currently offering a position in its Middle East Office (lb.boell.org) in Beirut:

Position: Financial Assistant at Heinrich Böll Foundation's Middle East office in Beirut (Replacement position during maternity leave)

Working Time: part time, 3 days per week (24 hours)

Starting Date: 26/09/2022

Ending Date: 30/04/2023

Duties include:

- Undertake the bookkeeping and accounting of all the office's expenses in accordance with the specific financial guidelines
- Carry out financial transactions (prepare payments/receipts) / Manage daily expenditures in the office
- Assist in entering the financial transactions on a weekly basis into the accounting software
- Scan all financial documents related to infrastructures, projects and partners and name them in a specific way in a timely manner.
- Prepare Stamp on every invoice and fund request and collect all required signatures.
- Assist in basic administrative tasks.

Candidates should have the following qualifications:

- Academic degree in business management (B.A. degree in Accounting) or comparable qualification with accounting focus
- At least 3 years of experience as an accountant in the field of international cooperation or NGOs
- Professional skills in accounting software (Navision software is a plus) / Good computer skills.
- English and Arabic proficiency in written and oral communication required, German/French an asset.

Please send a resume of no more than 2 pages and letter of interest **using the subject line Financial Assistant 2022** no later than 15 August 2022 to the following Email: anna.fleischer@lb.boell.org