JOB DESCRIPTION

FINANCE AND ADMINISTRATIVE OFFICER

OBJECTIVES

Zoukak Theatre Company and Cultural Association is looking for a Finance & Administrative Officer who will assure the administrative, human resources, accounting and financial management of the organisation.

The position is based at Zoukak Studio, in Beirut.

MAIN WORK INTERFACES

✓ **Internal interfaces**
  - General Manager
  - Executive Manager
  - Project Coordinators
  - Communication Officer
  - Artists
  - Board members
  - Volunteers & interns

✓ **External interfaces**
  - Partner organizations
  - International & local governmental & non-governmental organizations
  - Banks
  - Suppliers
  - Funding bodies
  - Auditors
  - Travel agencies
  - Ministry of Finance & Interior
  - NSSF
  - Lawyer

MISSION 1: PREPARE TIMELY ACCOUNTING STATEMENTS

✓ Maintain the chart of accounts;
✓ Prepare and record financial accounting entries (such as accruals, prepayments, fixed assets etc.) on the accounting system;
✓ Prepare and record receipt and payment vouchers on the accounting system;
✓ Maintain and create fixed assets register and update the accounting system accordingly;
✓ Record cash and bank related transactions;
✓ Perform regular suppliers’ reconciliations;
✓ Prepare statements of accounts when requested;
✓ Process closing procedures on a timely basis;
✓ Prepare and update on a monthly basis the capital and fixed inventory register;
✓ Ensure all accounts are handled on a timely manner by coordinating with the suppliers if any;
Provides financial status information by preparing special reports; completing special projects when needed;
Manage cash movements (transfers, advances) and the amounts in circulation, specifying the payment procedures;

MISSION 2: MANAGE ZOUKAK GENERAL ADMINISTRATIVE AND FINANCIAL ASPECTS

- Prepare monthly tax declarations (NSSF, R10..);
- Prepare yearly budget and update it regularly;
- Present the overall yearly budget to the board each trimester;
- Evaluate the organisation’s cash-flow requirements with the management;
- Ensure all proper financial procedures and internal guidelines are correctly implemented;
- Ensure the compliance of Zoukak transactions with prevailing taxation laws and regulations;
- Follow-up the recruitment and the termination of any employees NSSF registration.
- Prepare and produce the activity reports;
- Prepare by 10th of each month the projects reports including reconciliation with the bank statements and prepare forecast of expenditures for the coming two months;
- Be responsible for, filing and archiving of administrative, accounts and financial documents.

MISSION 3: MANAGE THE ACTIVITIES’ ADMINISTRATIVE AND FINANCIAL ASPECTS

- Prepare Personnel contracts as needed;
- Validate the cashboxes and archive invoices related to any expenditure;
- Produce financial reports for all activities and provide any needed financial data for any project on demand;
- Archive the proposal, budget, contracts, reports and any other administrative document for any activity performed by Zoukak;
- Archive the quotation and purchase requests for any transaction performed by Zoukak;
- Ensure the realized budget is in line with the corresponding contract for all running/completed activities;
- Participate in the design of the budget for new activities in cooperation with the general manager before sending to donors.

MISSION 4: PERFORM FINANCIAL REPORTING AND ENSURE COMPLIANCE WITH LAW AND REGULATIONS

- Prepare projects budgets and financial reports (including Audit, MOI and MOF reports);
- Present the global financial report to the board each trimester;
- Compile and submit high quality, timely and accurate financial Data to management and donors as required;
- Perform quality and timely Financial, MIS, and other analytical reporting for the Management, Board, and concerned Government Authorities;
- Ensure that the reporting performed is in compliance with prevailing laws and regulations of the country;
- Coordinate with the external auditors with regards to audit of annual financial statements and other certifications;
- Coordinate with the lawyer for any legal aspect or issues related to the Audit or NFSS. (bank transfers, cheques, cash).

MISSION 5: MANAGE THE LOGISTICS OF ZOUKAK STUDIO & OFFICE
✓ Manage the stock (kitchen, office, etc.);
✓ Manage the materials in the studio & in the office;
✓ Manage logistics of the studio (organization/ cleaning/ bills/ other as needed);
✓ Manage logistics of the office (organization/ cleaning/ bills/ other as needed);
✓ Answer the phone & reception guests in Zoukak studio;
✓ Manage Zoukak studio calendar.

MISSION 6: MANAGE THE LOGISTICS OF TOURINGS INSIDE AND OUTSIDE LEBANON OF ZOUKAK AND ZOUKAK ARTISTICS PARTNERS

✓ Manages international touring of Zoukak (budget/ projects proposal/ logistics/ accommodation/ transport/ other as needed);
✓ Manages Zoukak artistic partners touring in Lebanon (transport/ accommodation/ restaurants/ space for performance/ other as needed);

QUALIFICATIONS AND REQUIREMENTS

✓ Finance and Admin degree
✓ 3 years of experience / preferably with NGOs
✓ Fluent in Arabic and English. French is a plus.
✓ Expertise in Finance
✓ Expertise in Administration
✓ Expertise in MS. Office and accounting soft wares

SKILLS REQUIRED

✓ Collaboration
✓ Flexibility and adaptability
✓ Initiative and innovation
✓ Self development