

## JOB DESCRIPTION FORM

<b>Job Title</b>	<b>Accountant</b>
<b>Location</b>	<b>Lebanon</b>
<b>Grade</b>	
<b>Department / Section</b>	<b>Finance</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Reference</b>	<b>LB1005</b>

### Job Core Functions:

General accounting including preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account .

### Main Duties

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- Handle petty cash
- Process PV's, RV's and GJ
- Post on GL,
- Process sales invoices and purchasing orders
- Prepare data for reports as requested by management
- Handling fixed assets
- Assist with monthly closings and preparation of financial statements
- Assist with account/bank reconciliation
- Reconcile and maintain balance sheet accounts
- Assist with implementing and maintaining internal financial controls and procedures

### Key Results Area

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Ensure appropriate assistance and support to chief account to keep deadlines and proper reporting.

### Internal and External Communication Channels

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Internally needs to have a close working relationship with all functions  
Need for effective working relationship with auditors, suppliers, vendors

### Relationships:

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Report directly to Chief Accountant  
Supervise none

### Education

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The candidate shall have a Diploma in Business/Accounting or equivalent

### Other Qualifications

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- 0-3 years of relevant experience
- Very good command of English and Arabic

## Resources Required

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<b>Human:</b>
<b>Equipment:</b> PC, professional software
<b>Others:</b>

## Competencies:

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|---|
| • Knowledge of accounting principles and practices                                    |
| • Proficiency in relevant accounting software and IT tools (Great Plain an advantage) |
| • Knowledge of financial reporting  |
| • Accurate and meticulous   |
| • Dependability, discipline and ethical integrity                                     |
| • Methodology and initiative  |
| • Good interpersonal skills   |
| • Ability to work under pressure  |

## Extra Benefits

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## Disclaimer Clause

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Other duties or special projects may be assigned to the job holder as deemed necessary by the work

## Name & Signature Incumbent

**Operational Director**

**HR Director**