

Job ID/Title: Accountant Ref 3|2015
Brand: ABNA AL QUDS Club
Application Deadline: 29-Nov-15
Duty Station: Jerusalem – Old city.
Languages Required: Arabic, English,
Duration of Initial Contract: 12 months
Job percentage: 50%

ABNA AL Quds organization was established in 1976. As a response of the 1967 war, to deliver sports, social, cultural and psychosocial activities for the Jerusalemite Society (children, youth, elderly and women).

ABNA AL Quds organization is located in a very sensitive location in the Old City next to Jerusalem Wall, over a space of 5 acres (football and basketball play area, garden, sport hall, lecture hall, computer lab and media center, administrative offices).

Vision:

A free learning space for the Jerusalemite Palestinians, working together for sustainable development.

Mission:

ABNA AL Quds organization seeks to create a free space to enable youth and women, to enhance their status in the community by building their capacities and increase their social responsibility in order to advocate for their rights.

The organization aims to provide a community umbrella; believes in the Jerusalemite resident as an added value, and strengthening their role for community action.

Short description of the project

The project seeks to create a safe environment for children and women, and enable them to participate in different training courses and activities; aiming to empower them and build on their talents and capacities, in addition the project will empower children and women to be able to decide about their future, the project will take into consideration gender equity and equality, and will combat gender based violence.

Specific Roles and Responsibilities

- Maintain general ledger accounts
- Prepare monthly reports for accounts payable, accounts receivables, general ledger, etc.
- Post journal entries to general ledger
- Prepare quarterly and annual financial reporting
- Prepare bank reconciliations

- Financial statements preparation
- prepare the semi-annual and annual audit
- Ability to use MS OFFICE, accounting programs.
- Ability to handle different budget formats including matching activities with actual expenses alongside with vouchers and other supporting documents.
- Ability on financial planning, financial analysis and preparation of balance sheet.
- Experience in labor law and the law of income, banking and other adjustments
- Assist in preparing the club annual budget.

Professional qualifications and Experience:

- Minimum bachelor's degree in accounting
- S/he should be proficient in spoken and written English and Arabic is a significant
- Relevant professional experience minimum two years.

Accountant Skills and Qualifications:

- Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, SFAS Rules, Confidentiality, Time Management, Data Entry Management, General Math Skills.

Desired Qualifications:

- Demonstrated experience managing international donor funded development activities.
- Well understanding of the grassroots organization.

Interested candidates are encouraged to submit their CVs, cover letter, with accurate points of contact no later than Sunday 29 of November 14:00 PM to the below mail indicating "Accountant Ref P3| 2015" in the subject line.

abnaalquds@hotmail.com

Only shortlisted candidates will be invited to pass interview and written exam. Both male and female will get equal opportunity; we highly encourage the new graduate to apply for this position.

It's worth to mention that ABNA AL QUDS Club is consider the Child Protection Policy.