



## TERMS OF REFERENCE

### Accounting Intern

**Location:** North Lebanon

**Project Title:** BOOSTLEB

**Coordinates with:** Project Coordinator

**Duration:** 20 days – between 19 December, 2024 and 31 January, 2025

**Contact:** [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)

### SCOPE OF WORK

---

#### 1. Summary

Fair Trade Lebanon (FTL) is looking for an accounting student/graduate for an internship opportunity at one of its Small and Medium Enterprises (SMEs) beneficiaries in Tripoli, North Lebanon. The intern will be responsible for activities set in collaboration between FTL and the hosting entity both on sight and from home.

Below is a description of the SME in which the internship will be held:

“Through one hundred and forty years, Masbanat Awaida product lines have grown to include many types of natural handmade soaps and satisfy all tastes. The superior effect of our virgin olive oil-based soaps, massage oils along with their unique aroma makes all the difference. Moreover, our artistic handmade touch and creative designs give us a unique identity”

#### 2. Objective

The project aims to enhance the operational efficiency and market performance of 20 Small and Medium Enterprises (SMEs) and 5 cooperatives across various sectors in North Lebanon and Akkar. It will entail delivering customized training, coaching sessions, and tailored services to enhance their business management capabilities and facilitate access to new markets.

#### 3. Outcomes

The intern will be responsible for achieving the following outcomes however they are subject to change depending on the business' needs during the internship.

- Assist in preparing financial reports, including balance sheets, income statements, and cash flow statements.

- Support the tracking and analysis of daily transactions for accuracy in financial records.
- Help reconcile bank statements and financial discrepancies, ensuring data integrity.
- Participate in the preparation of tax returns and compliance reports under supervision.
- Assist in creating budgets and forecasts, learning about business financial planning.
- Monitor accounts receivable and payable, providing timely updates on outstanding balances.
- Contribute to audits by collecting and organizing necessary financial documentation.

#### **4. Deliverables**

The intern will deliver the following:

- A weekly report outlining performed duties and signed by the person responsible for the host entity
- A final report outlining their tasks during the internship, lessons learned, and personal areas of improvement

#### **5. Qualifications**

- Bachelor's degree in business, accounting, or a related field. (**Current student or recent graduate**)
- Strong analytical and problem-solving skills
- Fluent in both Arabic and English, with excellent communication and negotiation abilities.

#### **6. Skills**

- Strong numerical and analytical abilities.
- Attention to detail for accurate data entry and financial analysis.
- Problem-solving skills to resolve discrepancies.
- Time management to meet deadlines.
- Basic understanding of financial regulations.
- Communication skills for collaborating with finance teams.

#### **7. How to Apply**

Applicants are requested to send the following documents to [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org):

- Cover letter
- CV, Personal ID and university ID of the applicant

The detailed work plan will be developed and agreed upon in coordination with the FTL team. Only selected candidates will be contacted.