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JOB DESCRIPTION

Senior Accountant

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: Limited Agreement

Languages Required: Excellent writing skills in English / French is a plus

Reporting to: Finance Director

JOB SUMMARY:

Immediate Opening for a Senior Accountant who will be responsible for managing and overseeing the financial operations, ensuring accuracy, compliance, and efficiency in all accounting processes. The role includes monitoring financial transactions, cash flow, reconciliations, payroll, and tax obligations while supervising the accounting team. Additionally, the Senior Accountant will support budgeting, reporting, and audits to ensure proper financial management and regulatory compliance.

ROLE AND RESPONSIBILITIES

- Monitors and Approves Data Entry for the whole Group according to the Lebanese Chart of Account, and internal regulations and policies.
- Implement Projects Cost Centers, Budgets and procedures and supervises the practices of his team
- Follows up Group Cash Flows and monitors bank & cash reconciliation
- Supervises V.A.T. procedures and records.
- In Charge of Payroll implementation, Salary taxes, NSSF and other legal and financial documents
- Monitors and approves accounting team's works regarding Stock, Production, data entries, SOAs.
- Performs, on daily basis, accounting tasks for the whole group according to the Lebanese chart of account, and internal regulations and policies.
- Implement projects cost centers, budgets and procedures
- Follows up group Suppliers, Clients, banks & cash reconciliations
- Supervises v.a.t procedures and records.
- Supports internal and external auditors, in their work by providing documents and other data required
- Prepares supporting documents for donors
- Prepares payments and receipts
- Other Accounting Admin and Filing

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS

- University degree, preferably in Accounting and Finance.
- Minimum 5 years' experience in a similar position.

- Computer literacy, including Proficiency in MS Office applications (particularly Excel) and email communications

PREFERRED SKILLS

- A commitment to carry out all duties safely and appropriately
- Effective communication skills
- Detail oriented
- Ability to work independently and as part of a team
- Flexible and organized
- Ability to work under pressure and to deliver
- Confidentiality is a key issue for the job.
- Results orientated
- Good time management
- Very good analytical skills

APPLICATION SUBMISSIONS GUIDELINE:

- Interested applicants to send their cover letter and CV to careers@fairtradelebanon.org
- Only shortlisted candidates will be contacted.