**GENERATIONS FOR PEACE – JOB DESCRIPTION**

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| **Department:** | **Finance** |
| **Title:** | **Accountant** |
| Contract duration: | Initial contract of limited duration 1 year, renewable based on performance. Start Date: **1 September 2018**; End Date **31 August 2019**. Probation period 3 months. |
| Tenure:  | Full time (FTE 1.0) |
| Location:   | Based at Generations For Peace in Amman  |
| Responsible to:   | Senior Accountant |
| Authorized to: | Not authorized to represent Generations For Peace in any negotiations, contracts, or financial transactions.  |
| Supervisor of: | - |
| Liaison with:  | *Internal:* **Finance** Staff and all GFP Staff. |
| *External:* All visitors and callers to the office. |
| Replacement in case of absence: | Accountant |
| **1.  Purpose of the Position:** |
| The Accountant will contribute to the efficient and effective financial management at GFP, by recording, analyzing and presenting financial information, maintaining record of assets, liabilities, funds, expenditures, tax liabilities, or other financial activities within GFP, and preparing financial reports for Senior Management Team, for Board, and for different Donors and Partners. |
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| **2.  Responsibilities:**  |
|        Accounts payable, includes processing invoices, following up with vendors and solving discrepancies in timely manner. |
|        Accounts receivables, including processing payments, producing statement of accounts, collections on overdue accounts, and accounts reconciliation when it’s required. |
|        Banking, processing bank deposits, including trips to the bank. All associated finance entries. |
|        Processing payouts and petty cash, verifying are within Generations for Peace policies and budget lines, correcting errors, questioning abnormal expenses and entering into the finance system. |
|        GFP credit cards reconciliation and communication for obtaining supporting documentation. |
|        Invoice creation and distribution when required. |
|        Secures financial information by completing database backups; keeping information confidential.   |
|        Assist with especial events and projects as required. Brand items, Revenue Generation Events, Programmes Reports. |
|        Assisting with monthly and year end tasks, like payroll and closing financial year. |
|        Fixed Assets and Depreciation. |
|        Filling and records retention.    |
|        Contributing and brainstorming ideas in support of organization objectives. |
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| **3. Key Results Areas:** |
|        Payables and checks. |
|        Receivables and receipt vouchers. |
|        Bank reconciliation and balancing records. |
|        Monthly and yearly closing tasks.  |
|        Quality of Financial Management information. |
|        Maintenance of Fixed Assets and Brand items stock. |
|        Teamwork and contribution to the broader work of the organisation. |
|        Continuous learning and improvement. |
|        Personal Development: identifying and developing both “hard/technical” and “soft/behavioural” competencies |
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| **4. Generations For Peace Values:** |
|        *Leadership:* demonstrating personal leadership and professionalism at all times. |
|        *Respect & Tolerance:* showing respect and tolerance for all Staff, and all visitors and callers. |
|        *Empowerment & Teamwork:* supporting all Staff as a team player in creating impact. |
|        *Responsibility:* demonstrating and encouraging responsibility, accountability and transparency, professionalism, care and diligence in respect of all people and property, and the brand and reputation of the organisation; seeking quality, effectiveness, sustainability, efficiency and good value for money; to maximise positive impact whilst minimising risk. |
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| **5. Education, Qualifications, Competences, Skills Required:** |
| *Essential:* |
|        University Bachelor Degree essential, accounting, finance, business management. |
|        At least two years’ professional experience in accounting role. |
|        Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email). |
|        Excellent spoken and written English and Arabic. |
|        Interest in global current affairs, peace building and development. |
|        Commitment to learning and personal development. |
| *Preferred:* |
|        Demonstrated payroll processing experience. |
|        Experience with accounting for a non-profit NGO |
|        Experience in financial reporting to donors including UN agencies and foreign governments |
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| **First Party:** Signed in Amman, on \_\_\_\_\_\_\_\_\_\_ 2018for and on behalf of Generations For Peace:………………………………………..Mark ClarkChief Executive Officer | **Second Party:** Signed in Amman, on \_\_\_\_\_\_\_\_\_\_ 2018 by the Employee:………………………………………..Accountant |