

IEA # 577
UBW # 100153
Accountant



Reports to: Senior Accountant, Outreach and Operations

Location: Amman, Jordan

Advertisement date: 22 July 2018

Closing date: 20 August 2018

Main purpose of position

The accountant will provide general accounting services to the ICARDA office in Jordan.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

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Main responsibilities

- Registration of incoming invoice (Accounts Payable and advances) in UBW-OCS as per the guideline and chart of account
- Ensure that payments have proper authorization and supporting documents
- Prepare remittance of payment proposal for each incoming invoice registered
- Ensure that payments are made in line with remittance proposal confirmation
- Follow up the supplier open items to check the registered invoices are approved
- Prepare weekly cash position report including forecasted project and other expenditure
- Ensure the availability of enough cash at the bank and liaise with HQ for transfer of operating cash to ICARDA Amman office
- Ensure that payments are made on time
- Prepare monthly bank reconciliation and pass the necessary adjusting entries and interbank transactions
- Check the accuracy and compliance of petty cash expenditure and its timely replenishment
- Participate in the closing of monthly and annual books of accounts
- Review monthly charges and assign proper budget codes and ensure that charges recorded in ABW
- Check and verify business advances and register in OCS
- Register Partnership advance liquidation per the financial reports and prevailing guideline
- Registering Vehicle Mileage recharges in OCS on timely manner
- Liaise with ICARDA HQ regarding financial and accounting related matters
- Assist with the facilitation of annual/external audits
- Perform other duties as requested

Education, qualifications and experience

Essential qualifications and competencies

- University degree (Bachelor's or equivalent) in Accounting.
- At least 5 years of progressively responsible experience in the performing accounting function;
- Proficiency in the use of ERPs databases and financial packages is a must;
- Proficiency in the use of MS Office, especially advanced application of Excel is a must;
- Ability to prioritize and work effectively under tight deadlines;
- Accuracy and attention to details;
- Excellent interpersonal skills and ability to build effective work relationships in a multicultural and multidisciplinary work environment;
- Excellent written and verbal communication skills in English, and working knowledge of Arabic and French.

Desirable qualifications and competencies

- Certified Public Account or Chartered Accountant designation;
- Experience with an international organization;
- Experience in Unit 4 or Agresso system;

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Terms of appointment, salary and benefits

This is a nationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, medical insurance, 30 days of annual leave, five months' maternity leave, 15 days' paternity leave. The successful candidate will be offered an initial contract of 1 year, renewable subject to satisfactory performance. The first 3 months will be probationary period.

How to apply

Please apply online at www.icarda.org/iea/ by August 20, 2018

ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from qualified women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.

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