

**CARE International- West bank and Gaza  
JOB DESCRIPTION**

Please Check One:  New  Revised  No Changes

<b>Position Title:</b> Accountant	<b>Department/Program:</b> Finance Department
<b>Reports To:</b> Finance Officer	<b>Approved by:</b>
<b># of Direct Reports :</b> 0 <b># of Indirect Reports:</b> 0	<b>Approved On:</b> 24/ 2/2010
<b>Current Grade (if applicable):</b> 4	<b>Location:</b> Ramallah Office

**1- JOB SUMMARY:**

The Accountant assists in the day to day financial management of the country office through auditing, analyzing and monitoring expenses, the preparation of disbursements, receipts, adjusting entries, and entering transactions into SCALA, In addition the Accountant will prepare cash flow documents, update bank books, prepare bank reconciliation, prepare donor expenditure reports, and participate in the budget preparation and revision process.

The finance department has three accountants; each Account will be responsible for specific tasks as outlined by their individualized 'task' list. In addition, the accounts will provide coverage for each other and for other accountant in the department.

**2- RESPONSIBILITIES AND TASKS:**

**Responsibilities**

**Job Responsibility #1: Payment preparation, Recording and accruing benefit.**

- Prepare all vouchers, checks and payment transfers, ensuring supporting documentation is included, correct and adheres to policies and procedures.
- Prepare and enters relevant AJE's.
- Ensures the accuracy of benefit deductions (severance, annual leave, provident fund, etc.) and are in compliance with CARE policy and local laws.

**30 % of Time:**

**Job Responsibility #2: Reporting:**

- Prepare monthly / quarterly expenditure reports, analyze them (part of the preparation may require reading project reports) and advise Program Staff and Finance Manager on under/over expenditures or other problems relating to the budget.
- Follow up with project manager to submit monthly cash flow.
- Review and analyze the monthly transactions print out for accuracy, logic and completeness.
- Analyze payment status report twice a month and represent the results to the accounting and finance team.
- Assist other accountant in the preparation of the monthly aging report.

**30 % of Time:**

**Job Responsibility #3: Intra Company reports & Reconciliation**

- Responsible for all inter company accounts / cross charging/ reconciliation between CARE West Bank & Gaza and other CARE International Members.
- Responsible for reconciling assets register
- Responsible for reconciling Severance, Annual Leave and Provident fund.

**15 % of Time:**

**Job Responsibility #4: Budget Preparation:**

- Working with project managers (as assigned) assist them in the preparation of their annual project budget, budget amendments and cost proposals.

**10 % of Time:**

**Job Responsibility #5: Data Entry and Filing:**

- Enter data as required into SCALA; ensuring supporting documentation is complete and correct.
- Files supporting documentation as per finance procedures.

**10 % of Time:**

*Perform other duties as assigned.*

- Handles a number of daily requests and must be flexible in these duties.

**5 % of Time:**

**3- QUALIFICATIONS – (must be specific, realistic and related to job responsibilities)**

*A- Specialized Know How*

*B- Education and training*

*Required:*

- Bachelor's degree in Accounting or Finance or equivalent combination of education and experience.

*Desired:*

- MBA or CPA

***C- Managerial Know How***

*Involves integrating and harmonizing requirements of diverse functions in operating, support, and administrative situations. It may be exercised through consultation as well as direct action; Management requires a combination of planning, organizing, controlling, and reviewing along with direct and indirect execution. Choose one of the following: Task; Minimal; Related; Diverse; Broad.*

- This position requires **(Related)** managerial know-how.

***D- Experience***

*Required:*

- Two years of accounting experience
- A good experience in auditing
- A good experience in dealing financially in USAID, ECHO and EC regulations
- Experience in Budgeting and Budget Monitoring
- Extensive experience in analyzing and applying differing requirements and regulations.

*Desired:*

- Five years of experience working for CARE or a similar a not-for-profit organization.
- Prior auditing experience an asset.

***E- Technical skills***

*Required:*

- Good written and oral communication skills in Arabic and English.
- Good computer skills in MS Word, Excel spreadsheets, internet and database software programs relating to accounting.

*Desired:*

- Knowledge of SCALA

***F- Human relations skills***

*Consists of active practicing skills in the area of human relationships. In the work context Human Relations Skills include all capabilities that are needed to interact on a direct person-to-person basis, and through varied approaches build understanding of, acceptance of, or commitment to, courses of action that are important for the organization. These skills may be applied in relation to peers, subordinates or peers within the organization, or to people outside the organization. (See Guidelines for definitions).*

- The Human Relations Skills for this position are designated as **Basic**

### *G- Competencies*

#### **CARE Core Competencies:**

- **Respect** - Behaving in a manner that reflects a true belief in and appreciation for the dignity and potential of all human beings. Gaining other people's confidence and setting an environment of trust and openness.
- **Integrity** - Maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles inherent to CARE.
- **Commitment to Service** – this competency is woven throughout all aspects of the employee's performance.
- **Excellence** - Setting high standards of performance for self and/or others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed; ensuring interactions and transactions are ethical and convey integrity.
- **Diversity** - Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.
  
- **Customer Focus** – Making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relations.
- **Information Monitoring** – Setting up ongoing procedures to collect and review information needed to manage an organization or ongoing activities within it.
- **Planning and Organizing** – Establishing courses of action for self to ensure that work is completed efficiently and effectively in accordance with CARE's core values.
- **Collaboration** – Working effectively and cooperatively with others toward shared goals; establishing and maintaining principle-centered working relationships.
- **Initiating Action** – Taking prompt action to accomplish objectives; taking decisive action to achieve goals in times of uncertainty or in fluid contexts; being proactive.

- **Follow-up** – Monitoring the results of assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.

#### 4- PROBLEM SOLVING

*Is comprised of the Thinking Challenge and Thinking Environment*

**Thinking Environment** considers the rules, instructions, practices, precedents, standards, principles, policies, goals, and objectives that create the context in which a job is authorized to deal with unusual situations. It describes the degree of freedom permitted to the job to initiate the thinking process as a result of external conditions, as well as internal conditions of the organization. Choose one of the following: Strict Routine; Routine; Semi-Routine; Standardized; Clearly Defined; Broadly Defined; Generally Defined; Abstractly Defined. (See Guidelines for definitions).

- This position is defined as **Standardized**

**Thinking Challenge** describes the situational and nature and degree of difficulty of mental effort required to come to conclusions, make decisions, provide answers, or discover new things. Choose one of the following: Repetitive; Patterned; Interpolative; Adaptive; or Uncharted. (See Guidelines for definitions)

- This position is defined as **Patterned**

#### 5- ACCOUNTABILITY

*Is the answerability for actions and for their consequences. It is the measured effect of the job or position on end results. It has three dimensions in the following order of importance: Freedom to Act; Impact on End Results; and Magnitude.*

**A) Freedom to Act** is the degree to which personal or procedural control and guidance for work (or lack thereof) exists. This is a function of the organizational framework, the personnel and policy direction, and the flows, processes, and systems that are established in the organization. Choose one of the following: Limited; Prescribed; Controlled; Standardized; Regulated; Clearly Directed; Generally Directed; Guided; or Strategically Guided. (See Guidelines for definitions).

- This position would be designated as **Regulated**

**B) Impact on End Results** considers the principal nature of the job's influence on end results, which ranges from very direct control to very indirect support. Choose the Impact category that reflects the basic purpose of the job most clearly. Ancillary; Contributory; Shared; Primary (See Guidelines for definitions).

- This position would be **Contributory**

**C) *Magnitude: Financial:*** *What parts of CARE's revenue and/or expenses are impacted by the job's primary goals? Use current fiscal year amounts. e.g. project budget, fundraising or contract goal, budget managed or monitored, donations processed, purchases made, contracts negotiated/signed, benefits costs.*

- *What is the \$/EUR amount related to job's primary goals? \$ one to five million*
- *What is the \$/EUR amount of signing authority for this position? \$0*

#### 5- CONTACTS/KEY RELATIONSHIPS:

*List the primary external and internal relationships, which the employee is expected to maintain. State the purpose of these interactions.*

- Banks for financial transactions
- Vendors to clarify bills
- Program staff for Donor reporting and budgeting, etc.
- Various CARE staff in the regular course of duties
- CARE HQ in Atlanta for advice and guidance on certain policies or issues
- Other CI members for cross charges, etc.
- Donors for reporting
- Auditors in the course of audits

#### 6- WORKING CONDITIONS:

*Describe the location of work, expected percentage of travel, special conditions (e.g. security situation, availability of medical facilities, basic education, etc.).*

CARE West Bank/Gaza currently has a main office in East Jerusalem and sub-offices in Ramallah, Jenin, and Gaza. The place of work will be in Jerusalem.

- **Travel:** Some travel may be required to audit sub-offices and provide training. Some international travel may be required.
- **Safety and Security:** Working conditions can be difficult due to the political situation. Care must be taken when traveling in the country. Travel between offices may be slow or interrupted due to closures, curfews, and checkpoints blocking traffic flow. CARE has a safety and security officer who is available for advice and guidance.

**Other:** Medical and Educational services availability.

**7- SIGNATURES:**

**Direct Supervisor:**

**Date:**

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**CD/HR Manager:**

**Date:**

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**Employee :**

**Date:**

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