

JOB POSTING REQUEST FORM

| JOB DETAILS | |
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| Reference # | CP-323-2022 |
| Company Name | Oum el Nour |
| Industry | NGO |
| Vacancy | Junior Vacancy |
| Number of vacancies for that position | 1 |
| Job Type <i>(FT, PT, Contractual, Seasonal)</i> | Full Time |
| Major(s) | Accounting/Finance/Audit |
| Degree | Bachelor degree |
| Years of Experience | 0 to 2 years |
| Location | Aintoura - Kesrouan |
| Remuneration & Benefits | Salary between 5,000,000 LBP and 7,000,000 LBP include Transportation Registration in NSSF Annual Leaves 15 days according to the Labor Law |
| Currency (LBP, Dollar, Lollar) | LBP |
| Tasks & Responsibilities | <ul style="list-style-type: none"> • Prepare cheque payments by verifying documentation, and requesting expenditures and letters payments • Plumb and execute all the bank/exchange transactions and the NSSF transfer of paper. • Perform bank/cash/suppliers' reconciliation • Prepare monthly cashflow/ P&L report • Perform budget interim reports • Perform monthly and yearly NSSF declarations • Prepare annually the R5-R6-R7 • Filing • Perform other duties as assigned by the head of department |