

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-41-2021
Company Name	Cenacle de La Lumière
Industry	NGO
Vacancy	Admin and Finance Coordinator
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	BA in Business Administration or financial analysis. Master degree in related areas is a plus.
Degree	Bachelor degree. Master is a plus
Years of Experience	10 years in relevant areas such as administration, finance, accounting, auditing, facility management
Location	Lebanon
Remuneration & Benefits	CNSS
Tasks & Responsibilities	<ol style="list-style-type: none"> 1. To participate in organizing and supervising accounting and financial processes and activities, including budget planning and forecasting, risk and loss analysis, cash flow planning and analysis, financial close and consolidation, financial reporting, disclosure management, compliance regulatory reporting, advanced analytics and dashboard creation 2. To participate in organizing and supervising administrative works of the department regarding both material and human capital. This latter duty includes participation in HR administration processes of recruitment, performance evaluation, benefits proposal, people relationship, training needs and set ups and separation. 3. To organize and supervise archiving all files, documents, inventories, checklists and related documentation. 4. To organize and supervise the organization's stakeholders' database management 5. To participate in organizing and supervising procurement, bidding, facility management processes including warehouse, maintenance and supportive

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- projects
6. To organize and supervise the job safety framework and procedures
 7. To participate in reviewing and proposing policies and procedures
 8. To assume some research and information gathering upon request.
 9. Might be an internal trainer and procedure writer according to education, skills & experience
 10. To participate in trainings offered by the management
 11. Available for other duties when requested by the management

Other requirements & skills

Gender: male or female

Age: 38 and above

Languages: Fluent in Arabic, English & French

Computer skills: Competent in using Office tools.

Approved skills in related software and digitized systems are a plus.

Personal attributes

- Excellent communication skills, team player, creative, multi-task oriented
- Strong sense of responsibility and accountability
- Handles crises and emergency situations and adapts to change.
- Respects organization's core values, vision and mission

Additional Information

This position requires the availability of a car at work