



AFAC ARAB FUND FOR
ARTS AND CULTURE
الصندوق العربي
للثقافة والفنون

ACCOUNTANT Job Description

The Arab Fund for Arts and Culture is looking for an Accountant to join its team. The Accountant will play a crucial role in maintaining accurate financial records, supporting project managers in monitoring expenditures, and ensuring compliance with accounting standards and organizational policies.

AFAC is open to profiles of all nationalities from the Arab region, as long as they are based in Beirut and meet the below-mentioned set of skills and experience.

Key Responsibilities:

- Record and maintain financial transactions in compliance with accounting standards, ensuring accuracy and reliability.
- Reconcile bank statements and other financial records, advising on program-specific cash flow requirements.
- Allocate expenses accurately to their respective cost centers, verify supporting documents, and ensure adherence to the procurement policy.
- Organize and file invoices and expense reports by project, including related documentation (e.g., purchase orders, quotations).
- Collaborate with project managers to monitor project expenditures, update actual values monthly, identify missing documents, calculate variances, and justify discrepancies.
- Assist in preparing documentation for audits and financial reviews.

Knowledge Skills and Experience:

- A degree in Accounting, Finance, Business Administration, or a related field.
- At least 3 years of experience in accounting or a similar role.
- Proficiency in accounting software (e.g., Global Dynamix 365 or other relevant tools).
- Excellent organizational and time-management skills.
- Strong attention to detail and the ability to handle confidential information.
- Strong communication and interpersonal skills.
- Experience working with international institutions, such as EuropeAid, is preferred.
- Proficiency in Arabic and English is required; knowledge of French is a plus.



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Interested candidates are requested to provide:

1. Curriculum Vitae
2. Letter of Intent
3. Two Recommendation Letters (attesting to their skills and qualifications) from people they have worked with

Applications must be sent to jobs@arabculturefund.org with the email subject line "Accountant Position". The search will continue until the position is filled but priority will be given to candidates applying by January 15, 2025.