


Project Accountant
Recruitment
Terms of Reference (ToR)
Job code: HF05100921

Tuesday, 21 September 2021

Job Title: Project Accountant

Duty station: Syria - Afrin

work nature
Full-time
Line Manager: Financial Manager

Number of vacancies required: 0

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implementing various projects and programs.

Job Details
Job Summary:

The financial accountant will record all financial transactions on the accounting program approved, tabulated and archived in a fundamental manner

Follow up supplier contracts and payments with the financial officer of Turkey

Compliance with the financial and accounting policies of the Organization

Main Responsibilities and Tasks :

- Record all financial transactions on the accounting program approved, tabulated and archived substantively
- Follow up supplier contracts and payments with the financial officer of Turkey
- Compliance with the financial and accounting policies of the Organization
- Preparation of financial settlements on a monthly basis
- Undertake any other tasks assigned to it within the framework of the Organization
- Submit financial reports of completed projects with their documentation to the financial officer of Turkey Coordinate with the direct official regarding the visits and coverage of local media agencies to the activities and activities of the Association.
- Contribute to the organization of weekly work plans.
- Other information tasks requested by the direct manager.

Qualifications / Technical Skills:

- Bachelor's degree in Accounting
- Proficiency in accounting programs
- At least two years' experience in the field of humanitarian organizations
- Mastering correspondence through e-mail
- Ability to work under pressure, accuracy and attention to detail
- Mastering the work on the Office programs
- Ability to work within a team and bear work pressure, and responsiveness.
- Work experience in the humanitarian field.
- Familiarity with the human context that affects communities in Syria.
- Mastering work on Microsoft Office programs, especially Word, Excel and Outlook.
- Good level of English, experience working in humanitarian organizations is desirable.

Interpersonal, Communication and Coordination Skills:

- Excellent negotiation and problem- solving skills;
- Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;
- Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;
- A strong commitment towards humanitarian relief and disaster operations;
- Flexibility.