



JOB VACANCY: FINANCE OFFICER

Based in Birzeit, The Palestinian Circus School (PCS) www.palcircus.ps is looking to hire a full-time Finance Officer from January 2018 onwards.

General responsibilities:

1. To manage all the finances of the PCS
2. To develop and maintain effective financial systems
3. To ensure the PCS meets and exceeds all legal requirements and adopts best practices in all its financial operations
4. Assure excellency in meeting all donor requirements

Specific tasks:

1. Responding to the day-to-day organizational needs, including recording transactions, receipts, invoices, petty cash follow-up, issuing payments related to program activities, tracking donations, internal reporting, bank reconciliations and insure completeness and accuracy of all financial information.
2. Manage all accounts within the Bisan Systems database.
3. Monitor all department/project expenditures and produce expenditure monitoring reports for the management when needed.
4. Make and introduce quarterly reports for the Board of Directors.
5. Assure implementation of all contractual obligations in relation to financial budgeting and reporting to donors.
6. Produce annual reports and accounts in accordance with the current legislation and best accounting practice. Liaise with auditors and assist with project and annual audits.
7. Produce the PCS annual budget and project budgets in close coordination with the management and departments.
8. Provide all needed information or assistance to management in function of financial well-being of the organization



مدرسة سيرك فلسطين
Palestinian Circus School

9. Follow up with the insurance company include updating lists of PCS students and make sure that the all students, equipment, employees of PCS are insured.
10. Follow up with the Ministry of Finance and Taxes departments regarding the employee's payroll taxes and request needed documents from the MOF (deduct from source etc.) on a regular base.
11. Provide a system for coding the fixed assets of PCS and keep records of the equipment, circus materials and supervise a bi-annual Physical Inventory Counts

Qualifications:

- CPA holder. CMA (Certified Management Accountant) is preferred.
- Minimum 4 years of experience in finance management especially with Non-Governmental Organizations, with extended knowledge of donor procedures, budgeting and reporting.
- Experience with Bisan Systems Entreprise
- Strong communication skills both written and oral in in Arabic and English
- Knowledge of and experience with Palestinian laws and regulations within duties' related fields
- Excellent communication and interpersonal skills, strong self-motivation
- Ability to work cooperatively with all levels of employees, management, and external parties to maximize performance, creativity, problem solving, and results.
- Full computer literacy
- Ability to work under pressure and tight deadlines.
- Ability to act and operate independently to accomplish objectives.

Application Procedure:

- Please send your CV and cover letters (in Arabic and English) to: info@palcircus.ps
- Application deadline: **December 6, 2017**
- Interviews and written tests will be held on December 11 and 12.
- Only short listed candidates will be contacted.
- Candidates sending their application after the deadline are not withheld.