

**Job Title:** Bookkeeper

**Reports to:** Finance Director

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society's at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

**Hours:** Full-time (40 hours a week)

**Key Responsibilities:**

- Overseeing and maintaining a well-run system to account for financial transactions, following an agreed chart of accounts
- Analyzing financial information detailing assets, liabilities, and capital
- Preparing financial statements, and weekly, monthly and annual reports to management
- Assisting with Budget compiling and reporting
- Entering financial records and data into accounting and CRM software
- Verifying, allocating, and posting transactions
- Processing of accounts receivable and accounts payable, and recording deposits
- Processing and maintaining adequate records of the Charity's collection boxes
- Following up on payments for the Charity's Child Private Sponsorship Scheme and ensuring they are up to date
- Maintaining a Fixed Assets Register
- Monthly bank accounts reconciliation.
- Balance sheet accounts reconciliation.
- Completing month end procedures
- Conduct other tasks as needed or assigned

**Education/Experience:**

- Bachelor's degree in accounting or 2+ years related experience
  - Knowledge and understanding of principles of accounting
  - Experience in using standard spreadsheet and database software and accounting software.
  - Ability to analyse financial information detailing assets, liabilities, and capital, and prepare balance sheet, profit and loss, and other reports.
  - Proficient in Microsoft Excel, Word, and Outlook
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- Excellent attendance and communication skills
  - Exceptional attention to detail

<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
Strong knowledge of Microsoft Office Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data literacy and reporting skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic level of written and spoken Arabic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fast data entry ability/keyboard skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Background, degree and/or qualifications in Accounting & Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous experience in managing accounts & records	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of the charitable donations, e.g. Khums, Sadaqa, Zakat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of common payment/donation methods for charities	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Strong attention to detail, i.e., meticulous in their work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure, conflicting demands and prioritise tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard working and eager to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### **Additional Requirements:**

Flexibility of working outside working hours

### **Note:**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in the light of experience and in consultation with the postholder. The postholder may be required to perform duties other than those in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.