



VACANCY ANNOUNCEMENT

VACANCY NO.:	Q-IRQ-VA-19029
POSITION:	Finance Assistant– Erbil
REPORTING TO:	Field Accountant
NUMBER OF POSITION:	01
DUTY STATION:	Erbil Governorate
EMPLOYMENT TYPE:	Full- time (Sunday to Thursday 8h00-16h00)
CONTRACT DURATION:	till 31-December-2019
TYPE OF ANNOUNCEMENT:	Internal/External
ANNOUNCEMENT DATE:	06 February 2019
APPLICATION DEADLINE:	10 February 2019

BACKGROUND:

QANDIL is a Swedish non-profit, non-political, non-religious humanitarian aid organization that was founded in 1991 in Stockholm, Sweden. Having continuously operated in the Kurdistan Region ever since, QANDIL's main priorities of work are construction and infrastructure activities, refugee and IDP initiatives, health, water, sanitation and hygiene, and capacity building.

Main Duties & Responsibilities:

- To support the field accountant by inputting financial data in an efficient, accurate and timely manner.
- To support the field accountant to prepare financial documentation including cheques, petty cash, deposit amounts in the banks and collecting statements of banks.
- To extract reports from the financial and administration systems to review the status of the budget and the adherence to financial policies and procedures.
- Compute and record the cash payments on daily basis.
- Responsible for the monthly financial report related to cash payments.
- Checking bank accounts and statement related to the cash assistance program.
- Follow up the approved lists by UNHCR for the refugees' cash assistance activities.
- Providing help for the field accountant to prepare financial report every month.
- Perform other duties may be required by supervisor

Required Qualification & Skills:

- Bachelor degree or Diploma in finance or accountant.
 - Two year experience in related field.
 - Fluent in Arabic and Kurdish, (English Language is an asset).
 - Document Results related to the position
 - Knowledge about keeping the bank accounts and record keeping.
 - Good computer skills
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Swedish Humanitarian
Aid Organization

HOW TO APPLY:

Interested applicants must send their most recent CV to recruitment@qandil.org

Subject line must read: **Finance Assistant– Erbil**

Note: Applications not meeting the specified minimum requirements or received after closing date may not be considered. Shortlisted candidates will be contacted for an interview that may include a written test of communication and writing skills

Women are strongly encouraged to apply