

The Heinrich Böll Foundation, a German non-profit organization seeking to promote democracy, civil society, equality and environmental justice is offering the following position for its Tunisia – Tunis office:

## Accounting Officer

### Tasks and Responsibilities

Under the guidance of the administrative & financial coordinator, the accountant officer will ensure correct accounting at hbs Tunisia – Tunis office, in accordance with hbs financial rules and regulation:

Detailed tasks:

- Bookkeeping and maintaining detailed records for all financial transactions in an organized and professional manner, including electronic and hard copy files.
- Review financial reports by partner organizations and supporting documents of all hbs activities respecting administrating rules and procedures.
- Prepare Bank and Cash-on-hand monthly reconciliation.
- Prepare year –end closing and internal quarterly financial reports by specified deadlines.
- Prepare the annual audit and respond to queries by the auditor.
- Prepare accountancy, tax and social declarations for competent authorities.
- Perform administrative tasks as requested by the finance coordinator.

### Profile

- University degree in accounting, financial management, or equivalent.
- At least three years work experience in independent administrative and accounting positions with advanced bookkeeping responsibilities.
- Experience in performing the year-end closing and developing standard accounting reports (balance sheet, income statement, cash flow).
- Work experience with international projects (including financial reporting).
- Computer skills including proficiency in Microsoft Office applications (Excel, word, and electronic mail along with data-entry experience) as well as experience with professional accounting software (Navision or similar).
- Ability to prioritize tasks and meet deadlines.
- Ability to work in a team.
- Fluency in Arabic and French. Advanced level in English and/ or German is an asset.

Interested and qualified candidates can submit their detailed Curriculum Vitae and motivation letter (in French or English) by e-mail to: [info@tn.boell.org](mailto:info@tn.boell.org) Applications must be received no later than **September 21<sup>st</sup>, 2020**.

Please mention in the e-mail subject header: "ACCOUNTING OFFICER"

The job offer will be based on local labor laws

Only shortlisted candidates will be contacted.