

**Oxfam in Tunisia**

**“Bookkeeper”**

**Job Description**

**Oxfam’s vision** is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

***Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

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| **Internal Job Grade** | **D2** |
| **Type of Contract:** | **Full time; 40hrs/week** |
| **Annual Salary & Benefits:** | **Local contract; according to Oxfam salary scale and HR policy & conditions in Tunisia** |
| **Starting Date:** | **Soonest possible** |
| **Reporting to:** | **Accounting Officer** |
| **Staff reporting to this position:** | **n/a** |

**Team purpose**

To oversee and efficiently execute the **accounting/bookkeeping tasks,** policies, and procedures in compliance with Oxfam, donors and national legal standards / obligations and to ensure high-quality related support, services and documentation.

**Job Purpose – Key Responsibilities and Accountabilities**

* Assist Accounting Officer in Managing and processing financial data entry in the Pastel accounting software (and others if needed) and produce the country office monthly financial and annual reports.
* Ensure the physical and electronic inventory of all fixed assets.
* Maintain financial records through filing, retrieval, retention, storage, compilation, coding, updating and purging in Pastel.
* Work closely with the accounting officer to Monitor on a regular basis all the payable and receivable accounts details and reconcile them appropriately.
* In coordination with the Account Officer Produce management accounts from pastel and inform the CD and Finance Manager when spending is not according to the (financial) planning.
* Adopt and implement an audit-ready filing system of the financial records, both electronically and in hard copy and proactively develop any required memo justifying any deviation or missing documentation.
* Ensure good record keeping of all contracts concluded by the country office.
* Assist the accounting officer to execute all CO payments related to services, suppliers, and partners.
* Work closely with the accounting officer to manage and administer all CO data on payments and receipts for all running costs, keeping records of all financial transactions.
* Ensure compliance with the Tunisian laws and regulations, especially the tax registration and labor laws in all contracts and leases.
* With the Accounting Officer monitor properly the accrual and payment of taxes and contributions to the government and other contractors and ensure their payment on a timely manner.
* In coordination with the Accounting Officer Review and assist the CO staff in the reconciliation of their travel advances and other expenses.
* Maintain contact with the Bank(s) and Oxfam different relevant departments and teams regarding financial transactions. Calculate currency conversions, record cash and bank movements and prepare bank reconciliations.
* Together with the Accounting Officer & the Business Support Manager, act as key contact for both internal and external audits.
* Perform any other relevant duties at the request of the Business Support Manager and/or CD.

**Technical Skills, Experience & Knowledge**

**Essential:**

* A degree in accounting / finance management on, at least, a bachelor level;
* At least 2 years of excellent knowledge and experience in Accounting administration, bookkeeping, including accounts payable, cash management, statutory requirements (particularly related to Tunisian standards) ; experience in auditing is a plus.
* Proven solid knowledge of the Tunisian legal regulations, standards and obligations related to accounting, taxes, audit, HR, etc.
* Proficiency in numeracy skills and proven experience using Excel and a computerized financial management information systems, preferably Pastel (Sage), is a must.
* High capacity and experience to handle multiple priorities, work with diverse colleagues, work under pressure and with tight deadlines.
* Excellent communication and interpersonal skills and prior experience in direct communication with multinational suppliers and partners.
* A team player with experience of working in a multi-cultural environment that appreciates and respects diversity.
* Solid understanding and track record of applying agile and flexible practices and attitude, where and as needed.
* Good command of English, French and Arabic.
* High level of integrity and accountability.
* Details oriented.
* Aptitude to learn quickly and to share learning with colleagues and partners.
* Commitment to Oxfam’s values and ways of working and to Oxfam's objectives to promote gender equity and diversity and the interests of marginalized people in all aspects of its actions.

**Desirable:**

* Experience in the development sector with local and international NGOs;
* Experience in accounting rules for NGOs;
* Good training and coaching skills;

This job description may be modified in accordance with the activities or the evolution of operational needs.

By signing, the employee acknowledges that he / she has read, understood and accepted this document.

**Date**

**Signature**

**Direct line manager Employee**