

Call for Candidatures

“Accounting Support” (Ref. no. Accounting/Support/2022-4)

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures, ALF, (<https://www.annalindhfoundation.org>), created in 2005 and based in Alexandria is registered by the Egyptian Ministry of Foreign Affairs as an international intergovernmental organisation and its aim, according to its statutes, is to promote the dialogue between cultures and to contribute to the visibility of the Barcelona Process through intellectual, cultural and civil society exchanges.

To fulfil its objective, the Foundation mainstreams youth, gender equality and networking with a clear determination to lead regional and local intercultural dialogue initiatives that are useful for societies and institutions with a very pragmatic approach. Its action grounds on the two main bodies of the Foundation: The Civil Society Network of its National Networks with more than 4.000 members and the 41 Member States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the 42 (UfM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Turkey).

Applicants (Egyptians or foreigners) must live in Egypt at the time of the signature of the contract.

Job location

The position is based in Alexandria, Egypt, from the Foundation premises.

Combined retribution

The annual gross combined retribution amounts 8.160 euro.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

Starting date

The estimated start of the contract is foreseen for September the 15th 2022.

Duration

The duration of the contract is 30,5 months, terminating on March the 31st 2025. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.

Insurances

Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation in addition to the combined retribution in good reputable companies.

Profile

The Accounting Support will be responsible of variety of assignments as bookkeeping, analysing and producing different reports for decision making.



Key responsibilities

- Bookkeep in accounting software and ensure proper recording in line with approved budgets reconciliation, reporting, period end closing and organisation of financial documents and records
- Maintain and update the accounting system, prepare monthly breakdown of expenses reconciled with accounting ledgers and trial balance per donor main cost centre according to management requirements
- Update the monthly assets and liability sheet and follow up on debit and credit balances
- Monitor the bank movements on a daily basis to ensure it is in line with the released payments, notifying of any received fund, prepare monthly bank reconciliations and follow up of the outstanding checks of bank reconciliations
- Prepare withholding tax model to be submitted to tax authority each quarter
- Assist in compiling payments with the related supporting documents
- Maintain filing system for the released payments in line with the bank movement and ensure the completeness of the documents
- Follow up on monthly time sheets required in coordination with Administration unit and maintain filing record of all time sheets
- Follow up with other units for the required documents to release payments of the committed costs
- Liaise with external Services providers to settle invoices/claims issued
- Provide support during audit processes of both EC audit and ALF external auditor

Requisites

- Bachelor's degree in accounting, finance, economics or similar
- Minimum three years of work experience performing bookkeeping work for EU funded programmes
- Excellent written and oral English skills
- Excellent knowledge in accounting/bookkeeping software
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Demonstrable ability in reporting, analysis and data collection
- Experience of at least two years working in Southern Mediterranean countries
- Working competence in Arabic and in French
- Familiarity with the work of Anna Lindh Foundation

Applications

Interested candidates must complete and submit the below form in English only before August the 31st 2022 at midnight Central European Time (CET): <https://www.annalindhfoundation.org/jobs-opportunities/accounting-support>.

Candidates must upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application.

Only complete applications, meeting the eligibility criteria and submitted before the deadline will be considered.

Due to the high volume of requests, responses to individual requests will not be provided.

Only shortlisted candidates will be contacted.

