

Terms of Reference (TOR)

Ref# 002

Financial Controller for Cash for Work Project

1. Description

The project comprises three types of cash for work activities targeting 900 workers: food production activities, including the production and distribution of daily meals and preserves baskets to 500 vulnerable families in targeted neighborhoods; agricultural activities including urban farming, small-scale farming; and crafts activities. Food production activities and Agriculture will run for 5 cycles, while the craft activities will run for 4 cycles. Each cycle will start with a period of training, part of which will be technical, and will differ from one sub-activity to another, and part of which will be cross-cutting across all sub-activities, over two days. The latter part will include onboarding training on PSEA, code of conduct, non-violent communication, work ethics and well-being. Once training is complete, the workers will move on to the production phase.

2. Objectives

The objective of the Financial Controller is to ensure efficient financial management, accurate reporting, and compliance with financial policies and procedures. The controller will also contribute to budgeting, forecasting, and financial analysis to support decision-making processes.

3. Responsibilities

- Ensure financial transactions comply with organizational policies and donor regulations.
- Collaborate with Ruwwad Al Tanmeya-Lebanon staff to implement required financial tasks.
- Review financial documentation provided by coordinators, ensuring completeness and accuracy.
- Ensure all financial documentation is securely filed and stored.
- Maintain proper backups for all transactions and monthly financial reports. Scan and upload documents, ensuring each transaction is properly documented by month-end.
- Issue payroll slips accurately and on time.
- Review and verify the accuracy of invoices, receipts, and supporting documents before processing payments.
- Process payments while adhering to financial policies and meeting deadlines.
- Reconcile bank statements to ensure accurate records.
- Track expenditures to ensure alignment with approved budgets.
- Assist in preparing financial documentation for audits, ensuring all required materials are available.
- Process purchase orders, ensuring proper documentation is attached.
- Ensure timely and accurate payments to suppliers, contractors, and vendors.
- Prepare monthly project expenditure reports, showing actual vs. budgeted figures.
- Provide general administrative support as required.

4. Qualifications and Skills

Bachelor's degree in finance, accounting, or a related field. A professional certification (e.g., CPA, CMA) is highly desirable.

Proven experience in financial management, budgeting, and reporting.

Strong knowledge of accounting principles and practices.

Proficiency in financial software and systems (e.g., ERP systems, spreadsheets).

Excellent analytical and problem-solving skills.

Attention to detail and accuracy in financial analysis and reporting.

Ability to work independently and meet deadlines.

Strong communication and interpersonal skills.

Reporting and Supervision

The Financial Controller will report to the Finance Manager or another designated supervisor. They will collaborate with other finance team members and work closely with various departments within the organization.

Duration and Remuneration

The Finance Coordinator position is a full-time role for 17 months with a standard probation period. The duration and remuneration will be in accordance with the organization's policies and guidelines.