

JOB DESCRIPTION

ACCOUNTANT (NATIONAL)

Terms of Reference for the position:

Title: Accountant- part time (20 hours per week, Monday to Friday)

Contract: fixed term contract for 1 year- 3 months' probation period- renewable upon positive performance evaluation

Reporting to: Senior Project Manager

Duty station: Jerusalem – Old City

Starting date: 1st May 2020

About ATS- Associazione pro Terra Sancta

ATS is a non-profit organization that carries out projects to preserve the Holy Places, support local communities and bring aid in humanitarian emergencies.

ATS is present in the Middle East, wherever the Franciscan friars of the Custody of the Holy Land are.

Participating to the work of the Association pro Terra Sancta means to love the Holy Land in places and people. It means living a lasting bond with the Holy Places and the ancient Christian communities, getting involved with all its religious, cultural and social aspects.

About the TERRA SANCTA MUSEUM

The Terra Sancta Museum (TSM) is located in the heart of the old city of Jerusalem and exhibits Christianity's archaeological and artistic heritage, which has been carefully preserved for 800 years by the Franciscans. In 2016, ATS- in close cooperation with the Custody of the Holy Land- has promoted the opening of the TSM (Terra Sancta Museum) intending to foster mutual understanding, respect and peace values among people and to create an international platform for acceptance and tolerance. This is the first of its kind Museum promoting Jerusalem as an inclusive and open City for everybody: it covers 4000 years of history with a unique approach. TSM is a high profile international museum that has been employing outstanding skills from a number of renowned museums across the world but still deeply rooted in the Palestinian local community.

The project "A Community Living Museum for Palestinian Youth" (ENI/2019/407-798) is aimed at offering a comprehensive learning and educational program for children, families, youth and students, promoting the potential of the museum as a friendly learning space. In order to achieve these goals a network of public schools, CBOs and museums of East Jerusalem will be established and engaged in raising awareness on the museum's activities and its potential for the socio-economic growth of the community. Finally, in order to create

a qualified team of the TSM, on the job training for local young professionals will be provided both at local museums and abroad.

Diversity and Inclusion

We welcome applications from everyone – diversity, inclusion and the feeling of belonging matters to us. By attracting people to work for us from a broad range of diverse backgrounds we can continue to look at the world with fresh eyes and find new ways of doing things. We offer a stimulating and professional environment in which to work. This is a remarkable place we look for staff who can work according to our values – we champion diversity, encourage creativity, we are connected, and we value evidence.

The project is now seeking a qualified Project Accountant who will have the main responsibility for the Project accounting.

Job Summary

The Project Accountant is responsible for maintaining the budget, recording and reflecting fully, accurately, clearly and in a timely manner the funds that are allocated and the disbursements made to support project implementation, in accordance with the approved documents and the liquidation of expenditures on an annual and quarterly basis as well as upon project termination.

The Project Accountant will ensure the use of standard financial and accounting procedures in line with ATS and EU regulations.

Main Responsibilities

a) Planning and budgeting:

- Participate in preparation of annual and quarterly work plans, prepare quarterly advance requests for EU funding in the applicable format;
- Participate in quarterly work planning and progress reporting meetings with the Project Manager;
- Assist the Project Chief Accountant and the Project Manager in project budget monitoring and revision;

b) Accounting/Reporting:

- Establish a robust project accounting system, including reporting and filling systems, in accordance with the project document and ATS procedures;

- Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;
- Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- Reconcile all balance sheet accounts and maintain records on file;
- Prepare project financial reports for agreement by the Project Chief Accountant and the Project Manager as required;

c) Monitoring:

- Monitor and ensure expenditure of project funding is made in accordance with EU procedures and approved by the PM, as appropriate
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
- Ensure documentation relating to payments are duly approved by the PM;
- Report any actual or potential financial issues to the Project Chief Accountant and the Project Manager, as appropriate;
- Monitor expenditure of petty cash and ensure records on file are up-to-date;
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements;

d) Logistics:

- Support in the tracking market prices, market assessment availability based on PR, proactive searching of new approaches, products
- Support in filing for procurements, support in preparation of bid documents, purchases, specifications, keeping procurement files in order.
- Support in the communication with suppliers for the clarification of bids.
- Support in the preparation of procurement plan, based on follow up of Supply request and coordination with teams in different bases.
- Support in crosscheck that the documents match, archiving.

- Set up and maintain contract follow up, update supply tracker.
- Preparation the documents with the attention to details and according to EU PRAG.

Undertake other relevant matters assigned by the Project Chief Accountant and the Project Manager.

Person Specification

- University degree with knowledge in accounting, finance or a related field.
- At least two years of experience in financial and accounting work, solid experience budgeting, planning and reporting on international funded projects.
- Previous working experience, holding the same position in EU-funded project is a strong asset.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Working English language skills in both writing and speaking.
- Other languages: full command of Arabic (mandatory) and good knowledge of Hebrew (asset)
- Valid driving license in Israel is required

How to apply

A filled application form and a cover letter has to be sent to info@terrasanctamuseum.org – subject TSM/ENI/ACCOUNTANT

Closing date: 09:00 on Friday 13 March 2020

Interviews will be held: from 24th to 31st March 2020

Candidates should be able to reside in Jerusalem and/or to commute freely and on daily basis from their residence to East Jerusalem.

Due to time constraints, ATS reserves the right to start the selection process (including offering the position in case a suitable candidate is found) before the post's closing date.

We thank all applicants in advance, but regret that only those selected for an interview will be contacted.