



The Food Heritage Foundation

TERMS OF REFERENCE

Financial Officer

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The Food Heritage Foundation (FHF) is a non-profit organization that strongly believes in local food heritage being a potent tool for economic development. The FHF aims to revive traditional cuisine and local produce and promotes the livelihoods of rural producers and processors through rural-urban linkages. FHF has been implementing capacity building projects throughout Lebanon promoting the local food system, supporting the livelihoods of small-scale farmers/producers, and fostering sustainability.

FHF is currently implementing a project aiming at fostering food security while promoting resilience and adaptation capacities of vulnerable small and medium-sized agricultural enterprises. The project is implemented by FHF in partnership with GIZ and is commissioned by BMZ.

Within this project, FHF is seeking to recruit a full-time a Financial Officer who shall provide financial support to FHF team. He/she should develop an in-depth knowledge of the projects' activities and processes and be a focal point of contact for other project staff members on financial and accounting matters.

Scope of Work

The Financial Officer will be primarily responsible of the following activities:

- Ensure all financial activities comply and are consistent with FHF accounting and auditing standards and adhere to the terms and conditions of the projects' budgets agreements
- Follow up on accountabilities of expense and reimbursement claims
- Follow-up on needed reports such as time sheets and payslips for the staff
- Check completeness of all financial documents and verify the accuracy, validity and legitimacy of all procurement and creditors payments
- Keep and maintain all project accounting records in soft as well as hard form
- Prepare monthly cash reconciliations and weekly cash count reports and ensure clear audit trail of processed transactions and their linkage to the accounting system
- Coordinate closely with FHF Project Coordinator and President



- Relocate or face a longer commute as and when required

Essential Minimum Qualifications

- University degree in Finance, Accounting, Business Administration or relevant fields
- Proven work experience as a Financial Officer or related position
- Strong skills in financial planning, managing profitability, and strategic planning
- Excellent communication skills

Period

- 18 months from January 2023 to June 2024 with probation period of 3 months

How to Apply

- Deadline to submit CV: December 26, 2022
- Interested candidates should send their CV to: info@food-heritage.org with mentioning the position in the e-mail Subject.