

## Vacancy Announcement

<b>Position title</b>	<b>Accountant</b>
<b>Vacancy No.</b>	YAO-Khq-19-04
<b>Employment Type</b>	Full-time
<b>Duration</b>	Until 31/12/2019
<b>Duty station</b>	Khanaqin Office
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	Sunday 27/01/2019
<b>Overview</b>	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
<b>Job Description</b>	Youth Activity Organization (YAO) is seeking experienced and passionate accountant who will work under the direct supervision of Project Manager, the successful candidate will takes part in cash flow management.

<p><b>Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Process payments and log accordingly</li> <li>• Generate billing statements and reports</li> <li>• Help with monthly, quarterly, and annual audits</li> <li>• Administering payrolls and controlling income and expenditure</li> <li>• Conduct month-end and year-end close process</li> <li>• Examine statements to ensure accuracy</li> <li>• Inspect account books and accounting systems to keep up to date</li> <li>• Recommends financial actions by analyzing accounting options.</li> <li>• Develop periodic reports for management</li> <li>• Audit financial transactions and document accounting control procedures</li> <li>• Protects organization's value by keeping financial information confidential.</li> <li>• Any other tasks as required.</li> </ul>
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<p><b>Required Qualifications &amp; Experience</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• University Degree in finance, accounting or any relevant field .</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 year experience in working with NGOs/UN agencies or large companies in the related field.</li> <li>• Understanding of UN and donor operations at country level</li> <li>• Cultural awareness and ability to build relationships quickly with a wide variety of people</li> <li>• Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure</li> <li>• Self-reliant and able to work independently.</li> <li>• Must be Iraqi nationality holder.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of auditing and financial software.</li> </ul>
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	<ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Strong interpersonal and intercultural skills.</li><li>• Report writing skills.</li><li>• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.</li><li>•</li></ul> <p><b>Languages:</b></p> <p>Strong communication skills Verbal and written Kurdish, Arabic and English.</p>
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### How to apply:

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-04**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.