VACANCY ANNOUNCEMENT

**Finance Assistant (ISR)**

Friedrich Naumann Foundation for Freedom (FNF) is looking for a position as Finance Assistant for our Jerusalem office.

Start Date: **February 1st, 2023**
Type of contract: Part/Full-time position (30-40 hours)
Duration of contract: permanent contract with 3-month probation time
Location: Jerusalem
The submission deadline for applications: **January 16th, 2023**

For our unique Israeli-Palestinian team in Jerusalem we need help with documentation, accounting, payments and other finance and administration related tasks to support our work so we can be a platform of innovation for enhancing freedom in society, strengthening dialogue with the European Union and contribute to the advancement of Israeli-Palestinian dialogue. Together with our partners, we want to strengthen liberal core values like the rule of law and democracy, the respect of human dignity with civil and human rights, market economy principles and entrepreneurship and a democratic culture of tolerance and pluralism.

**Our Vision**: The Friedrich Naumann Foundation for Freedom is the creative platform of innovation for enhancing freedom in society

**Our Mission**: Our work addresses interested people that share the core values of the foundation. We consult, inspire and motivate change makers in society and create, design and promote innovative concepts of freedom for today and tomorrow.

**Finance Assistant Roles and Responsibilities**

* Assisting the finance coordinator with all financial procedures in regards to project administration at FNF Jerusalem, including advising and helping other team members
* Assisting with planning and overseeing project budgets, budget spending and the financial management of the Israel project according to the Foundation’s Guidelines with permanent evaluation of actual and upcoming expenditures, assisting with planning of project activities
* Monitoring, transferring and operating funds; cash and cheque payments for project expenses
* Reporting with regular complete and correct balancing / accounting statements, followed by answering auditors’ questions in audit reports
* Bookkeeping and data entry of all payments and receipts of the responsible projects to the accounting system; Scan, upload and filing of reporting documents
* Making and ensuring price comparison and document the respective quotations
* Ensure translation of financial documents, bills and receipts into either German or English
* Complete reports with all supporting documents (e.g. participants list, program, report)
* Correspond with Israeli tax authorities, social security institutions and health insurances, the same as the CPA of FNF Jerusalem
* Ensure calculation of employee’s salaries, income tax, social security contributions and other deductions with CPA
* Correspond with banks and other FNF Offices on financial and reporting related matters.
* Monitor and manage bank accounts, project cash box and inventory lists

**Qualifications and Skills**

* University graduate with degree in accounting or similar / having acquired equivalent experience.
* Proficient in Microsoft Office and ready to learn specialized software of FNF
* Careful, honest, work well with numbers. Commitment to liberal values.
* Ability to work in a diverse team and desire to learn new things
* Excellent English and Hebrew skills, both written and verbal
* Knowledge of Arabic and German a bonus

**Working Hours**

The working hours are 30 hours per week. The working hours can be extended to 40 hours, depending on workload and mutual agreement.

**Equal Opportunity**

FNF is committed to provide equal employment opportunity to all persons regardless of age, color, national origin, race, religion, creed, gender, marital status, or any other characteristic are encouraged to apply.

**Application Instruction and documents required**

If interested to apply, send an e-mail with e-mail subject: “Finance Assistant Xxx (your first name) Yyy (your last name)” to jerusalem@freiheit.org; please have the following documents attached:

1. An updated resume (highlighting relevant experiences)

2. A brief cover letter (with short reasoning why you apply to this position with FNF Jerusalem).

3. Your salary expectations.

Kindly note that applications without all documents will not be considered.

**Notes:**

* We thank all candidates for their interest, however, we are only able to contact those who are shortlisted.
* Assessment Evaluation of qualified candidates for this position may include a written test, which will be followed by a competency-based interview.
* Interviews will take place during the month of December at the FNF office or online