

Financial Consultant and Research Assistant- 360 Consulting

360 CONSULTING is a value-driven boutique consulting agency that supports development and humanitarian partners, non-profit organizations, and public institutions

1- Financial Consultant:

Major: degree in Finance, Business Administration, or any related field

Experience: 5-7 years of experience

Major Responsibilities:

- Ensure adequate financial controls are in place to maintain proper accountability of revenues and expenditures
- Develop a process to ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filed, maintained and can be easily extracted for the purpose of preparing financial statements and financial audits.
- Identify the best software solution to ensure balance sheet, P&L, and cash flow for company is managed properly (with online capacity).
- Train 360 staff to use the process and system.
- Develop the Monitoring framework and tools to monitor the company's and projects accounts (budget and expenditures) and assist preparation and revision of budgets.
- Ensure preparing and suggesting reliable financial documents and financial reports to the partners;
- Review the financial transactions, including withdrawals, to keep accurate records for all transactions;
- Ensure accounting records are verified and ready for financial audits.

Additional Requirements:

- Experience in financial leadership roles, demonstrating expertise in financial analysis, cash flow management, and financial operations.
- Strong understanding of financial software, tools, and systems.

2- Research Assistant:

Major: degree in Business Administration, Economics, Political Science and Development Sciences, or any relate field

Experience: 2-3 years of progressive experience in research, monitoring and/or evaluation role with a local and/or international development organization

Major Responsibilities:

- Collect data on a regular basis through in-person and remote modalities (surveys, focus group discussions, spot checks, and other tools)

- Ensure high quality data collection while observing ethical standards and data collection protocols.
- Draft research and evaluation plans managing data collection teams or collecting data directly
- Support data entry, data management and data cleaning activities
- Perform data compilation using excel, KOBO, and other databases

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802