



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; LP Schools & External Segments Controller – **Full Time Duty**, under the direct supervision of the LPJ Director of Finance at the General Administration Offices / HQ in Jerusalem.

General Overview:

Under the supervision of the General Administration of the Latin Patriarchate of Jerusalem, reporting directly to the Director of Finance, the LPS Schools & External Segments' Controller will be responsible for the efforts and results of the LP schools and LPJ external segments; reporting to the Director of Finance in regard to all financial and accounting activities; budget monitoring; overseeing and closely monitoring financial activities and operations of schools and external segments.

S/He will be responsible for reviewing revenues, collections, and donations by supervising and directing the accounting processes and providing the directions in resolving discrepancies within the ERP systems. The Controller will supervise LPS Palestine, Galilee, Jordan Finance Managers and external segments' accountants. The position is based in Jerusalem and requires frequent and extended travel to and stay at all three regions.

Responsibilities and tasks:

- Creates monthly and annual reports to identify results, trends, and financial forecasts.
- Controls cash flow by tracking transactions and regularly reviewing internal reports.
- Supervises / monitors all financial transactions recording and system operation and reports irregularities.
- Reviews, analyzes, and reports the payroll cost allocations on a regular basis.
- Ensures that all financial transactions are properly recorded, filed, and reported.
- Collaborates with auditing services to ensure proper compliance with all regulations.
- Follows up the implementation of the independent auditor's recommendations within schools and external segments.
- Facilitate the budgeting process by ensuring a full participatory process within segments.
- Revise / monitors budgets and financial plans for the organization based on research and data reports
- Reviews all financial plans and budgets regularly to look for cost reduction opportunities and income improvement.
- Reviews, Analyzes, and reports the annual financial set targets of the schools and segments.
- Examines all financial reports and data closely to check for discrepancies.
- Creates systems to prevent errors in data collection and calculations.
- Reports to the Director of Finance with timely and accurate financial information.
- Assists the Director of Finance in presenting reports to the CEO and the Advisory Council.
- Performs monthly reconciliation between Bisan and EduNation systems.
- Discharges responsibilities in an ethical manner.
- Protects LPJ's value by handling and keeping information confidential.
- Updates job knowledge by participating in educational opportunities.

Requirements:

- Bachelor's degree in Accounting or Finance, and/or CPA.
- Proven 5+ years of relevant work experience.
- Excellent language skills in Arabic, English, and Hebrew.

Competencies:

- Excellent communication skills (both oral and written) in Arabic, English and Hebrew.
- Analytical and strong organizational skills.
- Strong knowledge of office management systems and procedures.
- Proficient experience with software, MS. Office, Bisan software and EduNation platform.
- Ability to manage time, multi-task, prioritize work and excel in a deadline-oriented environment.
- Strong team player, with ability to work independently as well as in a team setting.

Patriarchatus Latinus - Jerusalem

General Administration



بطريركية القدس للاتين

الوكالة العامة

- Capacity to work in a multi-cultural environment.
- Integrity and strong identification with LPJ Core Values.
- Willingness to travel.
- Valid driving license

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **July 20th, 2022** only by email at: hr@lpj.org
Only short-listed candidates will be contacted.

