

CALL FOR APPLICATION

Job Title: Finance Officer

Job Description: We are seeking a motivated and detail-oriented Finance Officer to join our team. The ideal candidate will have 1-3 years of experience in accounting or finance and a strong understanding of financial principles and practices. As a Finance Officer, you will assist in various accounting tasks, including financial recordkeeping, reconciling accounts, preparing financial reports, and supporting the operations/financial team. We offer a supportive work environment. This is an excellent opportunity for a proactive individual looking to develop their accounting skills and contribute to a dynamic and growing organization.

Responsibilities:

- Assist in maintaining accurate financial records and bookkeeping activities.
- Perform bank reconciliations and ensure proper documentation of transactions.
- Assist in preparing financial reports, including balance sheets, income statements, and cash flow statements.
- Assist in analyzing financial data and identifying trends or discrepancies.
- Support in month-end and year-end closing processes.
- Collaborate with internal teams to ensure accurate and timely financial reporting.
- Provide support for ad-hoc financial projects as assigned.

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field.
- 1-3 years of experience in accounting or finance roles.
- Strong understanding of accounting principles, financial statements, and general ledger.
- Proficiency in accounting software and MS Excel.
- Detail-oriented with excellent organizational and analytical skills.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Familiarity with non-profit financial principles and practices is a plus.
- Professional certifications such as CPA or CMA are desirable but not mandatory.

Compensation: KD400-450 per month for full-time employment with 30 days paid leave per year and other fringe benefits. You will join on a 3-month probation period before an employment contract is signed.

How to apply: Please submit your resume and cover letter detailing your qualifications and relevant experience by e-mail to khadija@envearth.com by 15 June 2023.

About en.v: We are a culturally diverse and interdisciplinary team of current and former Kuwait residents and nationals working together to foster a more united, compassionate and resilient society – locally and globally. Over the past decade, we have been working with and building bridges between a wide array of stakeholders, including corporates, governmental, intergovernmental and international institutions, foundations, educators, youth, civil society organizations and migrant community groups. Leveraging our own and our partners’ learnings, experience and networks, we design and facilitate inclusive and participatory processes that support the development of more equitable solutions and narratives. Specifically, we:

- Develop training and programming which promotes informed empathy, critical thinking, and intersectional frameworks
- Support the development and institutionalization of more inclusive and equitable processes and policies
- Bring together multiple stakeholders to collectively address complex problems, envision possible futures and promote social transformation.