



ST. JOHN EYE HOSPITAL – JERUSALEM

JOB DESCRIPTION

Title	Accountant
Department	Finance
Section	
Reports to	Director of Finance
Hours	40 hrs per week (inc of lunch breaks)
Date formulated/updated	February 24

General Statement of Duties: To play a major role in controlling the costing system of purchases and payroll by supporting the existing accountants and providing reports as instructed by the Director of Finance.

Main Responsibilities:

1. To act as a substitute for the senior/payroll accountant during her absence.
2. Act as the Projects' accountant and point of contact by providing reports and supporting documents for projects and any other assistance as needed.
3. Act as the Cafeteria's accountant which includes recording of expenses and income, produce reports for management, as well as reporting to the tax authority.
4. Responsible for examining, recording, and summarizing the organization's West Bank costs, mainly payroll and purchases. The Accountant records and classifies expenditures to create financial statements for senior management.
5. Ensure that all costs are identified and recorded accurately.
6. Maintaining accurate costing records in relation to labour and supplies.
7. Process accounting transactions using the existing accounting software.
8. Assist in the preparation of the monthly local management accounts and comparing it to budget, and report on any variance to DOF and other heads of departments.
9. Process Palestinian payroll transactions using accounting and payroll systems and assist with the Israeli payroll system when needed (and ensure that the payroll taxes and national insurance are paid to the regulatory bodies on timely basis).
10. Revision of purchases recorded at the pharmacy system.
11. Monitor and coordinate payments for West Bank Suppliers
12. Any other duties as assigned by the Director of Finance.

General Responsibilities:

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.

4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

Essential requirements for the post:

Bachelor's degree in accounting.

At least one year experience in the accounting field mainly in the payable's sections.

At least one year experience in processing payroll. Knowledge and experience of the Israeli & Palestinian Payroll systems is required.

Previous experience in projects is a plus.

Very Good in English and Hebrew languages.

Computer literate especially excel spread sheets.

Good eye for details.

Methodical and organised.

Ability to work under pressure.

Ability to meet deadlines.

Ability to lead & contribute to team work as necessary.

Name _____

Date _____

Signed _____