



Terms of Reference

Armenian Caritas Benevolent NGO

In the framework of EU funded “Increased Resilience of Syrian Armenians and host population” (IRIS) Programme

Call for the selection of Accounting Expert for IRIS Business Incubator

Position	Accounting Expert
Place	Yerevan, Republic of Armenia
Duration	Long-term contract / part-time (50%)
The deadline for proposal submission	23.08.2019
E-mail submission of applications	lstepanyan@caritasarmenia.org info@sme.am iris.businessincubator@gmail.com

1. Programme background

“Armenian Caritas” Benevolent NGO (AC) and “SME Cooperation Association” NGO (SME) in consortium with the Austrian Red Cross (AutRC), Armenian Red Cross Society, and the “Center for Coordination of Syrian Armenians’ Issues” NGO are implementing the “Increased Resilience of Syrian Armenians and host population” (IRIS) programme funded by the EU Regional Trust Fund in Response to the Syrian Crisis (MADAD Fund https://ec.europa.eu/trustfund-syria-region/content/home_en), the Austrian Development Cooperation and Austrian Red Cross.

The EU IRIS programme aims at improving social and economic resilience of Syrian Armenians and host population and strengthening institutional capacities for economic growth in Armenia. The action is coordinated by the AutRC.

In the framework of IRIS Economic Integration component, IRIS Business Incubator (BI) has been established to support Syrian Armenian and local entrepreneurs through trainings, coaching, mentoring, incubation and financing for establishing and developing businesses. The BI will stimulate the culture of entrepreneurship and business environment in Armenia and will become a tool for sustainable development of future generations of start-ups.

AC and SME seek an Accounting Expert for the Business Incubator (BI) who is passionate about economic growth and entrepreneurship. The person should be an experienced accountant with strong organizational and communication skills, with prior experience in providing accountancy services to a wide range of companies, and skilled in training and coaching of startups on accounting issues.

The BI Accounting Expert will be responsible for providing consultancy, trainings and coaching to BI residents (start-ups) on all kind of accounting and reporting related issues and will support the monitoring and follow-up of the turnover of the revolving fund and grants. The BI Accounting Expert will work in



close collaboration with BI Project Manager (BI PM), AC IRIS Accountant and other BI experts (legal, financial, operational and marketing).

Reporting to and Immediate supervisor: BI Project Manager (BI PM).

2. Job responsibilities

- Provides ongoing advice on accountancy-related issues to the selected start-ups, making sure that their accounting operations are in compliance with local laws and regulations
- Works in close collaboration with other experts to develop and deliver trainings for the programme participants and BI residents on accountancy related issues, drafts information brochures and provides continuous accounting consultancy and coaching to start-ups throughout the processes of pre-incubation and business incubation
- Supports the start-ups to understand the basics of bookkeeping, local accounting rules and regulations, reporting standards, online tax system, and supports in timely submission of all required reports
- Develops financial reports' templates for the supported start-ups
- Makes sure that the start-ups' accounting processes and reporting procedures are of adequate quality
- Provides ongoing support in understanding and interpreting financial data, in close collaboration with financial expert supports the preparation of financial statements and other relevant documents
- Supports AC Accountant and Programme Assistant in monitoring the grants and non-interest loan repayments
- Contributes to a work environment that encourages knowledge of, respect for, and the development of skills to engage with those of other cultures or backgrounds
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending trainings and/or courses as directed
- Reports to the BI PM; liaises with the AC and SME programme management, AC Accountant and if required with overall AutRC Programme management
- Participates in the BI activities which require Accounting Expert's involvement, promotes a positive image of the BI through participation in various meetings and interaction with external stakeholders
- Follows all EU Regional Trust Fund "Madad" rules & regulations required within the EU IRIS programme

3. Required qualifications

- Master's degree in accounting, finance or other relevant field
- At least 4 years' experience in an accounting firm or as an accountant
- Strong knowledge of local accounting and tax regulations and their implications on SMEs and start-ups



- Proven experience in working with businesses and providing accounting services to organizations operating in different sectors
- Experience in working with several organizations with the ability to prioritize and manage time and resources efficiently, high degree of attention to details
- Experience in developing and conducting trainings and providing coaching
- Ability to effectively interact with a wide range of stakeholders from diverse backgrounds
- High degree of professional ethics, integrity and responsibility with the ability to multitask and work under pressure
- Experience working in a high-performance, collaborative, constructive peer group
- Analytical mindset with great problem-solving abilities and understanding of innovation processes
- Strength in coordinating, coaching and retaining individuals and teams, empowering them to elevate their levels of responsibility
- Proficiency in MS Office (advanced MS Excel user), accounting softwares, knowledge of office management systems and procedures
- Excellent written and verbal communication skills in Armenian, good working knowledge of English

4. Selection criteria

The selection of the BI Accounting Expert will be conducted according to the above mentioned conditions and giving preference to the candidates having working experience with the target groups of the programme.

5. Compensation

The BI Accounting Expert will be engaged on a long-term contract with monthly salary payments, part-time, negotiable at a later stage based on the profile and availability of the selected candidate. Compensation is competitive, based on market rates and qualifications of the candidate.

6. Application Procedure and Deadline

All interested candidates are kindly requested to submit their **CVs** and **cover letters** by e-mail to l.stepanyan@caritasarmenia.org, info@sme.am and iris.businessincubator@gmail.com not later than **23rd of August, 2019**. Please indicate the title of the position “Accounting Expert for Business Incubator” in the subject line of your e-mail.

Armenian Caritas and SME Cooperation Association are grateful to all interested applicants; however, only shortlisted candidates will be contacted for the interview.