



Terms of Reference (ToR)

Accountant

Madarat Al-Salam for Sustainable Development

Position Details

Organization: Madarat Al-Salam for Sustainable Development

Position Title: Accountant

Duty Station: Erbil, Iraq

Reports To: Executive Director

Employment Type: Full-time

Contract Duration: June 1 – December 31, 2026 (renewable based on performance)

About Madarat Al-Salam

Madarat Al-Salam for Sustainable Development (Madarat) is a registered Iraqi non-governmental organization (Certificate No. 5983), established in 2023. The organization works at the intersection of peacebuilding, governance, and sustainable development, with a focus on strengthening social cohesion, supporting inclusive dialogue, and promoting accountable institutions.

Since its establishment, Madarat has implemented a range of programs and initiatives in partnership with national and international stakeholders, contributing to community resilience and conflict-sensitive development approaches.

Madarat operates across multiple regions in Iraq, including Mosul, Tal Afar, Anbar, and Basra, delivering projects that support civil society engagement, interfaith dialogue, capacity building, and local governance processes.

The organization is committed to the highest standards of financial integrity, donor accountability, and institutional transparency in all its operations.

Position Summary

Madarat is seeking a competent and reliable Accountant to support its financial operations from its Erbil office. The Accountant will be responsible for the day-to-day financial management of the organization, ensuring accuracy, compliance, and readiness at all times.

This is a full-time role requiring a high degree of independence, integrity, and professional discipline. The Accountant reports directly to the Executive Director.

Key Responsibilities

1. Bookkeeping & Financial Recording

The Accountant is responsible for maintaining accurate and up-to-date financial records across all organizational activities. This includes recording daily transactions using QuickBooks, managing cash and bank accounts, processing payments to staff and vendors, and ensuring all entries are fully documented and traceable.

2. Financial Reporting & Budget Monitoring

The Accountant is responsible for preparing accurate and timely financial reports and supporting effective budget oversight across all organizational programs. This includes tracking expenditures against approved budgets, identifying and flagging variances, and ensuring alignment with financial plans.

The role requires the preparation and submission of regular financial reports, including **monthly budget vs. actual reports, quarterly financial performance reports**, and ad-hoc financial summaries as requested by management and donors. The Accountant will also conduct **weekly cash counts** and ensure proper reconciliation of cash and bank balances.

In addition, the Accountant is responsible for contributing to donor financial reports in compliance with donor requirements and deadlines, and for supporting cash flow monitoring and financial planning as directed by the Executive Director.

The Accountant will ensure full compliance with all **governmental requirements**, including the preparation and submission of **annual financial reports**, and the proper management of **social security contributions, taxation, and any statutory obligations** applicable to the organization. This includes maintaining accurate records and ensuring timely filings in line with Iraqi regulations.

3. Procurement & Compliance Support

The Accountant supports the proper documentation of procurement processes, ensuring alignment between purchase requests, purchase orders, goods received, and payment documentation. The role ensures compliance with both internal financial policies and donor requirements.

4. Audit Readiness & Institutional Controls

The Accountant maintains financial systems and documentation to a standard that is ready for internal review or external audit at all times. This includes maintaining asset and inventory records, supporting annual financial reporting, and proactively identifying and reporting financial risks or irregularities.

Required Qualifications

- Bachelor's degree in Accounting, Finance, Economics, or a related field
- Minimum 4 years of relevant experience, preferably in an NGO or donor-funded environment
- Proficiency in QuickBooks or equivalent accounting software
- Solid knowledge of financial documentation and donor compliance standards
- Strong command of English (written and spoken)
- Ability to manage multiple priorities and meet deadlines independently



What We're Looking For

Beyond technical skills, Madarat values professionals who bring a sense of ownership and ethical discipline to their work. The ideal candidate is detail-oriented, organized, and communicates clearly and proactively. They understand that financial accuracy is not just a task — it is a responsibility to the organization, its partners, and the communities it serves.

How to Apply

Qualified candidates are encouraged to submit their **CV and a brief cover letter** outlining their relevant experience to the HR department at:

- info@madarat.org
- **Application deadline:** May 21, 2026

Applications received after the deadline will not be considered.

Madarat Al-Salam for Sustainable Development is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants, regardless of **gender, religion, ethnicity, disability, or background**.

Only shortlisted candidates will be contacted by Madarat.