



Terms of Reference (TOR)

Accountant

Madarat Al-Salam Organization for Sustainable Development

Duty Station: Baghdad, Iraq

Reports to: Finance Officer

Employment Type: Part-time (50% level of effort)

Start Date: 20 October 2026

Application Closing Date: 16 October 2026

About Madarat Al-Salam

Madarat Al-Salam Organization for Sustainable Development (Madarat) is an independent Iraqi organization dedicated to empowering transformative, community-led peacebuilding. Our work is guided by a commitment to addressing root causes of conflict, fostering inclusive dialogue, and cultivating systems of sustainable and harmonious coexistence across Iraq.

Our Values

- Accountability – transparency, responsibility, and ethical conduct.
- Embracing Change – innovation, agility, and learning.
- Integrity – trust, honesty, and alignment between words and actions.
- Cultural Sensitivity – respect for Iraq's diverse identities and lived experiences.

Position Summary

Madarat is seeking a competent and reliable Accountant to support its financial operations from its Baghdad office. The Accountant will be responsible for accurate day-to-day financial recording, with particular responsibility for cash management, cash controls, payment documentation, reconciliations, and maintaining complete and traceable financial records.

The role requires a high degree of accuracy, integrity, confidentiality, and professional discipline. The Accountant will work closely with the Executive Director and Madarat's program and operations teams to ensure that financial transactions are properly authorized, documented, recorded, and ready for review at all times. The Accountant will also support the financial management of donor-funded projects, including the Canada Fund for Local Initiatives (CFLI) project, by tracking activity expenditures and cash advances against the approved project budget and donor eligibility rules.

This is a 50% part-time position. Subject to organizational needs and the availability of funds, the position may be extended to full-time.

Core Responsibilities

1. Cash Management & Controls

- Manage day-to-day cash transactions and ensure that all cash movements are properly authorized, documented, recorded, and traceable.
- Maintain the cashbook and petty cash records accurately and keep balances up to date.
- Conduct regular cash counts and reconcile physical cash against accounting and cash records, documenting and immediately reporting any discrepancy.
- Issue and manage cash advances for project and operational activities (such as venues, catering, childcare, and participant transport support) only against approved requests, track outstanding advances, and ensure settlement within the timeframe set by Madarat's procedures, with complete supporting documentation.
- Manage cash payments to participants (such as transport support) against signed participant lists, checking amounts against the approved budget rates and attendance records. For field activities, the Accountant issues the advance, the Project Coordinator distributes support against signed lists and returns the receipts and any unspent cash, and the Accountant reconciles and closes the advance.
- Prepare cash count sheets, cash reconciliation records, payment vouchers, receipt vouchers, and other required cash-control documentation.
- Monitor available cash balances and support cash forecasting to ensure sufficient funds for approved operational and project needs.
- Ensure secure custody of cash and financial documents and apply segregation-of-duties and authorization requirements at all times.

2. Bookkeeping & Financial Recording

- Record financial transactions accurately and on time using QuickBooks or the organization's approved accounting system.
- Record transactions in the relevant currencies (IQD and USD) and keep the exchange-rate records needed for donor reporting, including conversion to CAD where required.
- Process approved payments to staff, vendors, consultants, and service providers and ensure complete supporting documentation.
- Record project transactions with clear project, activity, and budget-line coding so that expenditures can be reported by activity, and keep each donor's funds and other transactions (including other projects implemented in the same area) properly separated, allocating shared costs on a documented basis.
- Maintain organized physical and digital financial files and ensure that each transaction can be traced from approval through payment and accounting entry.
- Support bank account recording and reconciliation as required.

3. Financial Reporting & Budget Monitoring

- Prepare regular financial summaries and cash reports for management review.
- Track expenditures against approved budgets, maintaining an activity-level tracker for each donor-funded project (budget, actual spending, and balance by activity and budget line), share it with the Project Manager and the Finance Officer at least monthly, and flag variances, unusual transactions, or cash-flow concerns in a timely manner.
- Check that costs charged to a project are eligible under the donor's rules (for CFLI, the Eligible Costs and Exclusions guidance), and track in-kind contributions separately from donor funds.
- Support preparation of donor financial reports and provide complete supporting documents as required.
- Contribute to cash-flow monitoring and short-term financial planning.

4. Procurement, Compliance & Documentation

- Ensure financial documentation is aligned with approved purchase requests, purchase orders, contracts, receipts, invoices, and acceptance documents, as applicable.
- Check the completeness and accuracy of supporting documents before payments are processed or transactions are closed, including, for activity expenditures, attendance sheets for workshops, venue and catering invoices, consultant contracts and deliverable acceptance, and signed receipts for lump-sum activity costs.
- Support compliance with Madarat's financial and procurement procedures and relevant donor requirements.
- Maintain financial documentation in an organized manner for internal review, donor verification, and audit.

5. Audit Readiness & Institutional Controls

- Maintain financial and cash records to an audit-ready standard at all times.
- Retain financial records for the period required by the donor agreement and Madarat's policy.
- Support annual financial reporting, audit requests, and statutory or organizational financial documentation as assigned.
- Maintain confidentiality and professional discretion in all financial matters.
- Proactively identify and report financial risks, control gaps, irregularities, or recurring documentation issues.

Required Qualifications & Experience

- Bachelor's degree in Accounting, Finance, Economics, or a related field.
- Minimum 2 years of relevant accounting or finance experience, preferably within an NGO or donor-funded environment.
- Demonstrated practical experience in cash management, petty cash, cash advances, reconciliations, and financial documentation.
- Proficiency in QuickBooks or equivalent accounting software.
- Good understanding of internal controls, payment procedures, and donor compliance requirements.
- Experience with donor financial reporting and cost-eligibility rules; experience with multi-currency (IQD/USD) records is an asset.
- Strong attention to detail and ability to maintain accurate, organized, and traceable records.
- Proficiency in Arabic; working knowledge of English is an asset.
- Ability to manage multiple priorities and meet deadlines independently.

Key Competencies

- Cash management and reconciliation
- Accounting and bookkeeping accuracy
- Financial documentation and filing
- Internal controls and compliance
- Attention to detail and problem-solving
- Accountability, integrity, and confidentiality
- Professional communication and teamwork
- Organization, reliability, and timely follow-up

Working Relationships

Internal

- Reports to the Finance Officer; works closely with the Executive Director and, for donor-funded projects, the Project Manager.
- Works closely with Madarat's Finance, Program, Operations, and management teams.
- For donor-funded projects, coordinates with the Project Manager (budget approval and activity needs), the Finance Officer, the Operations team, and the Project Coordinator (field supporting documents and cash advances).

External

- Vendors, service providers, consultants, and relevant financial counterparts as assigned.
- Auditors and other external reviewers as required.

Key Performance Indicators

- Accuracy and timeliness of cash and accounting records.
- Accurate cash counts and reconciliations, with discrepancies promptly identified and reported.
- Timely settlement and documentation of cash advances.
- Activity expenditures recorded, coded, and reported against the approved project budget on time, with variances flagged early.
- Cash payments to participants and vendors fully supported by signed lists, receipts, and approvals.
- Quality, completeness, and traceability of financial supporting documents.
- Compliance with financial, cash-management, and procurement controls.
- Audit readiness and responsiveness to internal and external reporting needs.
- Demonstrated professionalism, integrity, and reliability.

Recruitment Process & How to Apply

Recruitment for this position will be conducted on a competitive basis, in line with Madarat's human resources principles of merit, transparency, and equal opportunity. Applications will be screened against the qualifications and competencies set out in this Terms of Reference, and shortlisted candidates will be invited to interview.

Interested candidates should submit their CV and a cover letter describing their relevant experience and availability to info@madarat.org, using the subject line "**Application – Accountant**," no later than 16 October 2026. Late applications will not be considered, and only shortlisted candidates will be contacted.

Madarat Al-Salam is an equal opportunity employer and is committed to creating an inclusive and respectful working environment.

Statement of Commitment

The Accountant is expected to uphold Madarat's values of accountability, integrity, cultural sensitivity, and embracing change, contributing to a financial system that protects the organization, its partners, and the communities it serves.

This Terms of Reference is subject to periodic review in line with Madarat's organizational development.