**Accounting trainer-Service Provider**

**Homs, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of **Accounting Trainer** to work in Homs under service contract.

**-Who are we?**

DRC has been actively operating in Syria since 2008 mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

**-About:**

Provide **Accounting**  training**. This is a part time Job**

**\*location:**

**DRC vocational training Complex in Homs**

**\* Responsibilities:**

The task that should be carried out by the trainers in the Vocational Training (VT) (direct implementation):

* Provide professional training in the field of accounting, which includes a set of pre-agreed work including training on the theoretical curriculum of accounting, using Excel program for accounting and how to deal with accounting programs (Al-amin - Al-baian).
* Provide professional training in 3Dmax, which includes a set of pre-agreed works including training on how to use the equipment, and 3Dmax program (definition to program - use of software and accessories to create realistic 3D scenes for clients and customers - Advertising - Graphics - Interior & Architectural scenes.
* Overview the outlines (scope of work) of the training course and provide appropriate adjustment suggestions to better suit the training purpose.
* Prepare a list of the required equipment and raw materials with a detailed specification that are necessary for training implementation.
* Prepare training toolkits list with detailed specification and pictures when needed.
* Conduct placement test and pre-test if required, and provide the VT unit with a document that contain detailed scores for each case.
* Provide the vocational training.
* Closely supervise the beneficiaries during practical phase of training.
* Coordinate closely with the VT unit and report any obstacles or challenges that are facing the training.
* Conduct test at the end of each phase of the training, and provide the VT unit with a document that contain detailed scores for each case.
* Conduct the final test and prepare the final report that include challenges, lesson learnt, and performance evaluation of the trainees.
* Ensure of keeping all equipment and tools in a good condition, and provide them with the basic maintenance when needed.
* Ensure the right use of raw materials without damaging and with minimum waste level.
* Ensure that the quality of the product in the production phase is in line with what was agreed on prior to the production phase (quality control)
* Store keep the final product of the training and deliver them to the responsible assistant in a proper manner.
* Any additional task assigned by DRC in regards to the training.

Required qualification:

* 3 years of experience in providing the training
* Preferable 2 years of experience working in the market in the same field of the training provided.
* Background education in a specialty similar to the field of training is preferable.
* Part time – availability in the morning.

**\*SCOPE :**

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| **- Scope of work - Accounting 1 for non - specialists / Governorate: Homs** | |
| **Curriculum outlines in Arabic** | **مفردات المنهاج باللغة العربية** |
| **Title 1: Basic concepts and principles of accounting** | **الموضوع 1: مفاهيم ومبادئ أساسية في المحاسبة** |
| **1- The accounting postulates and Basics.** | **1- الافتراضات والمبادئ المحاسبية** |
| **2- Finencial opiration analyze (The theory of double entry, debtor and creditor and budget equation)** | **2- تحليل العمليات المالية (نظرية القيد المزدوج, مدين ودائن, معادلة الميزانية)** |
| **3- Registration of financial transactions.** | **3- تسجيل العمليات المالية.** |
| **4. Financing and Capital Operations** | **4- العمليات التمويلية والرأسمالية.** |
| **5. Accounting processing of cash transactions.** | **5- المعالجة المحاسبية للعمليات النقدية.** |
| **6- Accounting for sales and purchase transactions.** | **6- المعالجة المحاسبية لعمليات البيع والشراء.** |
| **7. Commercial papers.** | **7- الأوراق التجارية.** |
| **8. Audit balance.** | **8- ميزان المراجعة.** |
| **9- Simple inventory adjustments.** | **9- التسويات الجردية البسيطة** |
| **10- fixed asset depreciation and the Methods of its calculation.** | **10- اهتلاك الأصول الثابتة وطرق حسابها** |
| **11- balance sheet and net profit equation.** | **11- معادلة الميزانية وصافي الربح** |
| **12 Introductory session all accounting programs (AL AMIAN - Al - Rasheed - Al - Sahli - Al - Khazen)** | **12- جلسه تعرفيه على جميع برامج المحاسبه ( الامين - الرشيد - السهلي - الخازن ...)** |
| **Title 2: Excel and accounting** | **الموضوع 2: المحاسبة باستخدام الاكسل** |
| **1- Basic principles (open - save - save as)** | **1- مبادئ أساسية (فتح الملف والحفظ)** |
| **2- Basic equation (adding - subtracting - multiplying - dividing)** | **2- المعادلات الأساسية (جمع - طرح - ضرب - قسمة)** |
| **3- Hyperlinks and filter** | **3- ربط الصفحات والفلترة** |
| **4- Depreciation equation using functions** | **4- دالات الاهتلاك** |
| **Title 3: The Accounting software programs (Al Ameen - Al-Sahli soft) for accounting and warehouse accounting.** | **الموضوع 3: البرامج المحاسبية ( الأمين - البيان) للمحاسبة والمستودعات توزيع الساعات بين البرنامجين بشكل عادل** |
| **1- Installing the software's and introducing accounts tree.** | **1- آلية تنصيب البرنامج والتعريف بشجرة الحسابات** |
| **2- Creating materials tree and how to deal with materials coupon/card.** | **2- بناء شجرة المواد والتعامل مع بطاقات المواد** |
| **3- Dealing with basic software interface** | **3-كيفية التعامل مع الواجهات الأساسية للبرنامج** |
| **4- Introducing purchases and sales windows and how to adjust the windows to better suit the nature of work.** | **4-التعريف بنافذتي المبيعات والمشتريات وآلية اجراء تعديلات على الواجهة بما يتناسب مع طبيعة العمل** |
| **5- Cost center.** | **5- مراكز الكلفة** |
| **6- How to deal with report regarding materials transmission.** | **6- التعامل مع تقارير حركة المواد** |
| **7- End year financial statement.** | **7- الحسابات الختامية** |
| **8- Turnover of financial statement** | **8- تدوير الحسابات** |
| **Title 4 : Practical training** | **الموضوع 4: حالات عملية** |
| **1- Training on purchases invoice (super market - cloths selling shop).** | **1- التدريب على تصميم فاتورة المشتريات (سوبر ماركت - محل ألبسة)** |
| **2- Training on sales invoice (computer parts - mobile phone).** | **2- التدريب على تصميم فاتورة المبيعات (قطع طمبيوتر - موبايلات)** |
| **3- Training on daily cash count (suppliers - customers - salaries - other expenses).** | **3- التدريب على يومية الصندوق (موردين - زبائن - رواتب وأجور - مصاريف إضافية)** |
| **4- Training on financial reports (ledger account - trial balance).** | **4- التدريب على التقارير المالية (دفتر الأستاذ - ميزان المراجعة)** |
| **5- Training on warehousing report (transition of materials - transition of most profitable materials).** | **5- التدريب على التقارير المستودعيه (حركة المواد - حركة المواد الأكثر ربحا)** |
| **6- Training on beginning journal entry (beginning balance sheet).** | **6- التدريب على إدخال سند قيد افتتاحي (ميزانية افتتاحية)** |
| **7- Training on adjustment entries and preparation of financial statements.** | **7- التدريب على التسويات الجردية وإعداد الحسابات الختامية** |
| **Title 5: Clarify the most important differences between other accounting programs:** | **الموضوع 5 : توضيح اهم الفروقات بين البرامج المحاسبيه الاخرى** |
| **Curriculum delivery:** | **آلية توزيع المنهاج:** |
| **Total training hours 100 hour  - theoritcal phase : 30 hour - practical phase : 70 hours** | **عدد ساعات التدريب الاجمالي 100 ساعة عدد ساعات التدريب النظري 30 ساعة عدد ساعات التدريب العملي 70 ساعة** |
| **number of students : 12** | **عدد المتدربين 12 طلاب** |
| **list of raw materials, and equipment that shall be available during training:** | **لائحة بالمواد الأولية والمعدات الواجب توافرها خلال التدريب والمرحلة التطبيقية:** |
| **Laptop or desktop for each trainee duirng practical phase** | **1- لابتوب او جهاز كمبيوتر لكل متدريب خلال مرحلة التدريب العملي** |
| **Accounting programs loaded on each laptop ( for each student one laptop)** | **2- برامج محاسبية محملة على كل لابتوب ( لكل طالب لابتوب للتدريب )** |

**-About you:**

In this position, you are expected to demonstrate DRC’ five core competencies:

**Striving for excellence**: You focus on reaching results while ensuring an efficient process.

**Collaborating**: You involve relevant parties and encourage feedback.

**Taking the lead**: You take ownership and initiative while aiming for innovation.

**Communicating**: You listen and speak effectively and honestly.

**Demonstrating integrity**: You act in line with our vision and values.

**-We offer:**

DRC will offer the successful applicant **150** hours contract. conditions will be in accordance with Danish Refugee Council’s Terms of Service contract scale

**-Interested?**

\*Then apply for this position by sending :

**1-CV**

**2- filling & Signing the attached form (Vocational training fees form ) Can be found under details**

**3- Recommendation letter or certificate from previous private training center or INGO if available.**

**to sp.procurement@drcsyria.dk no later than 27-9-2018**

**- make sure to indicate the vacancy title in the email subject line. ( Mandatory )**

**-Contract Length:**

contract covering **100 working** hours