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Finance and Office Manager

Deadline for applications: 15 October 2026

Start date: As early as November 2026

Location: Beirut

Reports to: Board of Directors

Salary: Commensurate with experience

The Arab Image Foundation is seeking to recruit a **Finance and Office Manager** responsible for the day-to-day financial and administrative and office operations of the Foundation. Working closely with the AIF team and reporting to the Board of Directors, the Office Manager will play a central role in ensuring the smooth and effective functioning of the organization.

Major Responsibilities

Administration & HR

- Coordinate the Foundation's day-to-day administrative activities and maintain its institutional and organizational records.
- Coordinate staff administrative matters, including payroll information, timesheets, leave records, insurance and other HR-related documentation.
- Liaise with the Foundation's lawyer and other professional advisers on legal, contractual, regulatory and administrative matters.
- Ensure appropriate follow-up on administrative requirements and deadlines.
- Serve as a point of contact for general inquiries and visitors, directing them to the appropriate staff or Board member as needed.
- Provide regular administrative and operational updates to the Board.

Finance

- Manage the Foundation's day-to-day financial administration and maintain accurate financial records.
- Monitor expenditure against the approved annual budget and maintain appropriate cash-flow records.
- Coordinate salaries, payments, invoices, petty cash and banking documentation.
- Maintain appropriate financial records relating to grants and other sources of funding.
- Prepare and organize financial documentation required for accounting, audit and reporting purposes.
- Work closely with the Foundation's accountant and auditor and provide regular financial updates to the Board.

Office & Facilities

- Oversee the day-to-day functioning of the Foundation's premises and ensure that the space is properly maintained and operational.
- Coordinate with suppliers, contractors and service providers for the maintenance and proper functioning of the premises and its essential services.
- Coordinate the administrative and logistical requirements of activities and events taking place at the Foundation.

General

- Coordinate with AIF staff across the different areas of the Foundation's work to ensure the effective administration and operation of the organization.
- Undertake other related administrative, financial and operational responsibilities as may reasonably be required.

Qualifications

- Excellent written and spoken Arabic and English.
- Strong organizational, communication and interpersonal skills.
- Bachelor's degree or diploma in Business Administration, Finance, Accounting or a relevant field, or equivalent professional experience.
- Relevant experience in office management, administration, finance and/or operations, preferably within a nonprofit, cultural or similar organization.
- Good financial and numerical skills, including familiarity with accounting, budgeting and cash-flow management.
- Proficiency in Excel and other relevant office software.
- Ability to work independently, manage multiple priorities and coordinate effectively with colleagues and external parties.
- Knowledge of photography and/or arts and culture is welcome but not required.

How to Apply

Please send your resume, cover letter and salary expectations by email to jobs@arabimagefoundation.org by **15 October 2026**, using the subject line **“FINANCE AND OFFICE MANAGER.”**

Personal data collected will be used for recruitment purposes only.