

JULIE ABIRACHED

Address: Mount Lebanon – Lebanon **Phone:** + 961 76 532576 | **Email :** julie.abirached@hotmail.com

PROFILE SUMMARY

Experienced finance professional with proven expertise in financial and project management for INGOs. Skilled in budgeting, procurement, and compliance with donor policies. Strong in financial reporting, cash flow control, and logistics. Committed to driving excellence and effective team collaboration in project delivery

PROFESSIONAL EXPERIENCE

NUSANED NGO – Lebanon

Senior Finance Officer

08/2024 – 12/2024

- Developed and implemented financial policies ensuring compliance with regulations and donor guidelines.
- Managed budgeting, financial analysis, forecasting, and risk assessments to support strategic decision-making and sustainability.
- Collaborated with project managers to track expenses for grants totaling \$5 million, optimize funding, and ensure grant compliance.
- Prepared financial reports, reconciliations, presentations for internal management and external stakeholders.
- Supervised accounting tasks, ensuring accurate reconciliations and weekly cash counts.
- Monitored cash flow, donor funding, and financial performance through spot-checks and reviews.
- Ensured timely payroll preparation and tax filings with the auditor and compliance with laws and policies.
- Guided and supported accounting team members, fostering compliance and capacity-building initiatives.
- Resolved financial disputes and reported risks, incidents, and discrepancies to leadership transparently.

Un Ponte Per INGO – Lebanon Mission – Lebanon

Regional Finance and Logistics Officer

04/2024 – 08/2024

- Managed financial operations for multi-country projects in Lebanon and Ukraine, ensuring compliance with donor regulations and preparing comprehensive financial reports for international stakeholders.
- Collaborated with the organization Head Quarters to develop budget proposals, conduct financial planning, and ensure transparent execution of multi-million-dollar projects.
- Led the implementation of SQUARE Accounting software across missions, streamlining expense tracking and enhancing cloud-based financial management processes.
- Oversaw procurement processes, including competitive bidding, supplier evaluation, and purchase order preparation, ensuring efficiency and compliance with organizational standards.
- Acted as a focal point for volunteer coordination, training, and supporting volunteers, and align their activities with project objectives and schedules in partnership coordination.

Administrative and Logistics Officer

11/2021 – 03/2024

- Managed project expenses, ensuring strict compliance with donor guidelines and organizational policies while producing accurate financial reports for headquarters and key stakeholders.
- Supported project managers in administrative tasks, including cash flow management and budget development, in close collaboration with the HQ Administration Department.
- Directed procurement processes from bid solicitation to supplier evaluation, ensuring efficiency, transparency, and adherence to compliance standards.
- Ensured the accuracy and completeness of logistics documentation in alignment with donor requirements and managed personnel files to maintain regulatory compliance.
- Played a pivotal role in strategic planning and expanding organizational networks, collaborating with stakeholders to develop and implement impactful strategies for the Lebanon mission.

Administrative Assistant

03/2021 – 11/2021

Médecins du Monde - Beirut - Lebanon

- Oversaw operational expenses for Mdm programs using the SAGA system, ensuring financial efficiency.
- Streamlined payment processes by reviewing and authorizing documentation for orders and expense advances, ensuring accurate disbursement and robust documentation practices.
- Established and managed an internal online library for personnel files, enhancing data security and confidentiality.
- Assisted in the recruitment process from CV screening to onboarding, ensuring accurate documentation and maintaining precise attendance tracking systems.
- Coordinated employee registration and ensured administrative compliance with CNSS, labor laws, and local regulations.
- Assisted in the preparation and submission of annual reports to the Ministry of Finance and Ministry of Labor, ensuring alignment with compliance and HR administration standards.

Human Resources Assistant - Intern and Volunteer

Save the Children - North - Lebanon

11/2020 - 01/2021

ALLIANZ SNA - Hazmieh - Lebanon

06/2019 - 10/2019

- Led recruitment and onboarding processes, screening over hundreds of CVs, conducting reference checks, and successfully integrating new hires, ensuring seamless transitions and role alignment.
- Digitized and maintained employee documentation, improving record accuracy and enhancing accessibility through a secure digital filing system.
- Drafted and finalized employment agreements, ensuring full compliance with legal standards and organizational policies.
- Collaborated with HR and IT teams to design and implement a centralized leave management platform, reducing processing times and increasing efficiency.

- Refined the annual performance appraisal system, aligning evaluation metrics with the organization's evolving strategic goals, boosting team engagement and performance tracking.
- Updated HR policies and processes, including dress code, scheduling, and employee handbooks, to reflect organizational standards and improve workplace cohesion.
- Partnered with cross-functional teams to enhance administrative workflows, contributing to improved staff satisfaction and operational efficiency.

EDUCATION

La Sagesse University - Beirut - Lebanon

06/2020

Bachelor in Business Administration with Distinction

ADDITIONAL INFORMATION

Languages: Arabic - French – English – Italian A1

Skills: Financial Management, Procurement, Project Administration, Personnel Management, Attention to Detail, Adaptability

Computer Skills: Microsoft Office (Word, PowerPoint and Excel) – SAGA – SQUARE (Accounting Software)

Vice President Club La Sagesse University – Donner Sang Computer

2018 - 2019

National Voluntary Service Program (NVSP) - Lebanese Ministry of Social Affairs

2018