

HUSSEIN ALI TALEB

FINANCE & ACCOUNTING LEADER

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Lebanese | D.O.B July 3rd, 1984 | Beirut, Lebanon

Results-driven finance and accounting professional with over 15 years of progressive experience in accounting, financial management, and reporting across NGOs, corporate, and auditing environments. Adept at overseeing end-to-end accounting operations, ensuring compliance with IFRS and local tax regulations, preparing financial statements, managing payroll, and implementing internal controls. Highly skilled in budgeting, forecasting, donor reporting, and financial analysis, with a proven track record of supporting strategic decision-making and operational efficiency. Seeking to leverage expertise in finance and account management to contribute to organizational growth and financial excellence.

PROFESSIONAL EXPERIENCE

SANAD HOSPICE AND PALLIATIVE CARE NGO – Beirut, Lebanon

Accounting Supervisor (Part-Time)

Aug 2011 – Present

- Supervise and ensure the accuracy of all accounting entries, reconciliations, and financial data in compliance with NGO financial policies and donor requirements.
- Prepare monthly general ledger (GL) reconciliations, payroll for employees and consultants, and handle related tax and social security declarations.
- Manage fixed asset registration, monitor depreciation schedules, and maintain up-to-date asset records in accordance with accounting standards.
- Develop, analyze, and monitor project budgets in collaboration with program teams to ensure alignment with project goals and funding guidelines.
- Prepare timely and detailed financial statements and donor-specific reports, ensuring transparency and adherence to grant and audit requirements.
- Support audit preparations by providing complete documentation, reconciliations, and financial reports to internal and external auditors.
- Maintain an organized filing system (both soft and hard copies) for all financial data and records, ensuring accessibility and compliance with donor and organizational policies.

DIGITAL MEDIA SYSTEMS, OSN – Beirut, Lebanon

Accounting & Officer Manager

Jun 2014 – Nov 2025

- Manage day-to-day accounting operations, ensuring accurate and timely recording of financial transactions in compliance with IFRS and Lebanese tax regulations.
- Support the Finance Manager in month-end closing activities, including journal entries, financial statements preparation, balance sheet reconciliations, variance analysis, and monthly reporting.
- Prepare and submit all local tax returns and governmental obligations, including VAT, withholding tax, NSSF contributions, and payroll taxes, ensuring full compliance.
- Process payroll accurately and on time, calculating salaries, overtime, and generating pay slips while maintaining employee records.
- Maintain fixed assets register, monitor depreciation schedules, and collaborate with administrative staff to verify physical assets and inventory.
- Analyze financial data, prepare profit & loss statements, budgets, forecasts, and variance reports, providing insights and recommendations to support strategic decision-making.
- Implement cost control measures, ensure internal control compliance, manage vendor transactions, and facilitate relationships with banks and statutory bodies to protect company resources and ensure operational efficiency.

DABBOUS PRINTING PRESS – Beirut, Lebanon

Senior Accountant

Jun 2011 – May 2014

- Oversee daily accounting operations, ensuring all financial transactions are accurately recorded and compliant with IFRS and local tax regulations.
- Lead month-end closing processes, including journal entries, preparation of financial statements, balance sheet reconciliations, variance analysis, and reporting to management.
- Prepare and submit all statutory tax filings and government contributions, including VAT, withholding taxes, NSSF, and payroll-related obligations.
- Process and manage payroll accurately, including salaries, overtime, and deductions, while maintaining detailed employee financial records.
- Maintain and monitor the fixed assets register, record depreciation, and coordinate with administrative staff for physical verification of assets and inventory.
- Analyze financial data, prepare budgets, forecasts, and management reports, providing actionable insights and recommendations to support business decisions.
- Implement internal controls, manage accounts payable and receivable, ensure compliance with policies and regulations, and contribute to cost control and operational efficiency initiatives.

NASARALLAH & PARTNERS FOR AUDIT AND ACCOUNTING – Beirut, Lebanon

Junior Auditor & Accountant

Apr 2008 – May 2011

- Assist in daily accounting operations by recording financial transactions accurately and maintaining compliance with IFRS and local tax regulations.
- Support month-end and year-end closing processes, including journal entries, account reconciliations, and preparation of financial statements under supervision.
- Participate in audit activities by preparing documentation, reconciliations, and reports required by internal and external auditors.
- Process payroll, calculate salaries, overtime, and deductions, and maintain organized employee financial records.
- Maintain and update the fixed assets register, monitor depreciation schedules, and assist in physical verification of assets and inventory.
- Assist in preparing budgets, forecasts, and management reports, analyzing financial data to provide insights for decision-making.
- Support accounts payable and receivable management, ensure proper filing of financial documents, and help implement internal control procedures.

EDUCATION

MORGAN INTERNATIONAL – Beirut, Lebanon

CMA Courses

2012

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY – Beirut, Lebanon

Bachelor of Arts in Finance and Accounting

2007

COMPETENCIES

- **Languages:**

Arabic – Native, **English** – Fluent

- **Computer Skills:**

MS Office (Word, Excel, PowerPoint) | Accounting & ERP Systems (Great Plains, Focus, Silicon, Equal, PIMS, EDM) |

Management Systems (Fraxion, Cognos, CoPilot)

- **Core Competencies:**

Financial Accounting & Reporting (IFRS Compliance) | Budgeting, Forecasting & Variance Analysis | Taxation (VAT, NSSF, Withholding & Payroll Tax) | Payroll Management & Cost Control | Internal Controls & Audit Preparation | Fixed Assets & Inventory Management | NGO Financial Management & Donor Reporting | Leadership & Team Supervision | Confidentiality & Integrity | Attention to Detail & Accuracy