



GOAL

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TERMS OF REFERENCE

- 1- General Accountancy Services
 - 1.1. Preparing, notarizing, registering, and keeping the legal books of the Company in accordance with the Turkish Commercial Code, Tax Procedural Law, and all relevant Turkish legislation in line with Uniform Chart of Accounts (UCA) issued by the Ministry of Finance.
 - 1.2. Preparing trial balance, financial statements in accordance with 1.1 above.
 - 1.3. Processing period-end closing procedures and one annual year-end financial statements Annex-8 to be submitted to Ministry of Interior.
 - 1.4. Monthly in-person visit to GOAL offices in Antakya to prepare and review the above with GOAL staff.
- 2- Notifications to all relevant authorities described under Turkish Association Law.
 - 2.1. Receipt of cash from outside Turkey (excluding transfers from GOAL HQ), reported to all relevant authorities described under Turkish Association Law as applicable.
 - 2.2. Cash payments, regardless of whether hard cash or bank transfer payments, reported to all relevant authorities described under Turkish Association Law as applicable.
 - 2.3. Report, in consultation with GOAL, all relevant income and expenditures to all relevant authorities described under Turkish Association Law including monthly tax and SGK reports.
- 3- Fixed Assets reporting
 - 3.1. Processing Fixed Asset Ledger in accordance with the relevant Turkish tax procedural law.
- 4- Tax and Social Security Returns
 - 4.1. Completion of legal declaration forms.
 - 4.2. Preparing monthly tax returns ensuring GOAL as an International Humanitarian Organization is compliant with all Tax requirements in Turkey (including but not limited to; Income Withholding Tax Returns, Stamp Tax Returns and Social Security Returns).
 - 4.3. Preparing monthly Social Security (SGK) Calculation including incentive calculation according to the Social Security regulations.
- 5- Payroll Processing and Reporting
 - 5.1. Processing payroll information monthly by the date agreed with GOAL in line with the legal requirements and the Client's policies
 - 5.2. Processing employee registration and deregistration to Social Security Office.
 - 5.3. Preparing personnel pay-slips
 - 5.4. Processing payroll journal entries
 - 5.5. Processing termination procedures for employees in line with Turkish Law. Calculate severance indemnity and inform to necessary offices.

- 6- Audit Support.
 - 6.1. Be available to provide on-site GOAL office support to Department of Association and/or Tax audits at short-notice – maximum 48-hour notice period.

- 7- Timing.
 - 7.1. Must be able to commence delivery of all services specified in this Terms of Reference.
 - 7.2. Must be able to available when GOAL Finance Department needs to reach out.

- 8- Statutory rules and updates
 - 8.1. Periodically review and understand the activities implemented by GOAL to ensure those are in line with the existing legal framework.
 - 8.2. Stay updated on all changes in the existing laws, statutory rules and regulations applicable to GOAL activities in Turkey
 - 8.3. Provide periodic training to GOAL staff on any changes or updates in the statutory rules and guide the team in adopting its policies and procedures to be in compliance with newly introduced regulations.
 - 8.4. Alarm GOAL Senior Management in Turkey if any of GOAL activities are not compliance with existing statutory rules/regulations and propose soltuions to remedy the situation to avoid or minimize the risks of penalties and damages to the reputation of GOAL in Turkey.