

## Grant Accountant - HANA Project

Location: [Africa] [Uganda]

Town/City: Gulu

Category: Finance

Job Type: Fixed term, Full-time

### Back ground

World Vision Uganda is a Christian relief, development and advocacy non-government organization dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in over 82 districts in Uganda implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & community resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with the beneficiaries above. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for qualified and passionate individuals willing to share in our vision and join our team in the position below.

**Position:** Grant Accountant - HANA Project

**Report to:** Project Coordinator - HANA Project

**Location:** Gulu District

**Purpose of the position:**

To provide financial technical support to the project in accordance with World Vision accounting policies and procedures and the Acceptable International Financial Accounting standards.

### **Key Outputs/Responsibilities.**

#### **Financial management:**

- Raise, receive and review voucher interface files and ProVision requests from the Project for the completeness/accuracy of data, account codes and provide feedback on daily basis
- Review and manage the mobile money transactions for the project and ensure timely and accurate mobile reconciliations by 10th following month

#### **Financial planning & budget management:**

- Complete and consolidate the project Budgets, upload into Horizon by August and to Share point by December each financial year
- Monitor budget and cash-flows by ensuring expenditures are within the budget limits, identify and provide variances explanations for management decision making by 13th monthly

#### **Financial reporting:**

- Generate and review Sun systems generated and other financial reports for the project and share/discuss the reports with the cluster teams on 11th monthly and have final reports filed at the cluster by 15th each month

#### **Risk management:**

- Take lead in the cluster internal and external audit and ensure that audit recommendations are implemented on a timely basis, that is within the 90 days
- Update asset registers to monitor and manage project assets) in accordance with WV Finance Manual on quarterly basis
- Carry out routine field visits to ascertain value for money and items reaching correct beneficiaries

### **Capacity building:**

- Provide technical financial support and hands on to project/cluster Assistant Accountants, Project staff and partners within the cluster

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- A university degree, with a major in Accounting/Finance/Auditing
- Partial professional qualification in A.C.C.A, CPA, CA, CIA or CMA or equivalent.
- A minimum of three years' post qualification experience in accounting and finance
- Extensive Computer knowledge in Microsoft Excel, Vision Excel, Word, PowerPoint, SUN Accounting and Access is required.
- Must have proven knowledge of Generally Accepted Accounting Principles and Internal Control Procedures.
- Written and Oral Communication skills are essential, and the incumbent must be a team builder, who is able to work successfully in a multicultural environment.

- Experience of working in the field(communities)
- Knowledge of project management and project cycles
- The position is based at the cluster/project office but may require ability and willingness to travel to communities.