

## Senior Grant Accountant\_Readvertized

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Finance

Job Type: Fixed term, Full-time

### **PURPOSE OF POSITION**

The project Senior Accountant will be in charge of daily activities related to supervise cash management, verification of data accuracy and reporting purpose of the project in collaboration and coordination with the different consortia partners and in alignment with the donor requirements. The project Senior Accountant will be also doing financial analysis to ensure variance at the end of each accounting period is well explained. The incumbent will be involved in planning and decision making in order to ensure goals and targets are achieved. The project Senior Accountant will ensure that a team work is built among staff in order to foster the climate conducive for work and staff wellbeing

### **MAJOR RESPONSIBILITIES**

% Time	Major Activities	End Results Expected
10%	<b>Financial accountability and Reporting</b>  Promote good management and proper supervision to ensure effective cash management, coding and filling in order to enhance access to data.	. Proper management of cash  . Good management of staff and effective team work
20%	Share grants financial reports	. Budget alignment with

	with Grants Finance Manager for review before to be submitted to support offices for reporting purpose. Ensure monthly budget amendments are done for compliance with burn rate regulation as set by World Vision.	expenditure.  . Proper documentation
10%	Establish strong cash advance management systems for sub grantees and ensure timely submission of accurate and complete accountability and reports before subsequent release is made.	Clear monitoring and follow-up of the sub-grantees on financial management.
	Promote financial accountability through preparation of timely financial reports for grants in line with established grant regulations and policies	Reports well prepared on timely basis.
10%	Build the capacity of finance and non-finance staff including sub grantees in financial management systems and analytical skills	All staff are made aware on donor policies and requirements.
5%	Advise management on cost reduction and optimization of resources	Accountability and innovation to ensure business success especially on procurement matters.
5%	Promote good networks and relationships with other National Office departments, sub-grantee staff, partners, other NGOs and Banking entities among others.	Promote the team work and conducive work environment. Clear and promptly feedback on queries.
	Manage financial risk through	Ensure all transactions are

10%	enforcement effective internal controls and follow up on implementation of audit recommendations for grant projects. Facilitate the audit work and ensure recommendations are implemented within the period of 90 days.	made in respect with internal and donor policies and requirements. Facilitate effectively audit work.
10%	Support procurement department for proper understanding of grant procurement policies while sourcing materials and services required during the projects implementation	Follow-up on procurement process. Support the supply chain manager to provide clear guidance on procurement.
10%	<p>Prepare, maintain and submit assets reconciliation reports, assets registers and ensure periodic assets physical inventory. Receiving and immediately dispatch assets of separating staff to the warehouse (preparing the necessary documentation and obtain approval).</p> <p>Participate in identifying assets for disposal and work closely with the Fixed Asset Committee.</p>	<p>All assets procured are recorded in the assets register.</p> <p>Ensure the assets are reconciling with the accounting records.</p>
10%	Hold the FFR review meeting on monthly basis and make sure that the action proposed	FFR review meeting held on monthly basis.

	are implemented within the following month.	Journals for adjustment are prepared in the same month.
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## **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree in Accounting, Finance or Business Administration, or a related field.
- Preferred: Professional certified as ACCA, CIMA, CPA or equivalent.
- Solid knowledge of accounting principles financial systems budget/cash flow monitoring and internal accounting controls.
- Ability to solve complex problems and to exercise independent judgment.
- Knowledge of risk management.
- Good working knowledge of computerized accounting systems, preferable Sun Systems & Vision. Must be computer literate in Microsoft Office programs.
- Knowledge of government grant regulations and financial reporting requirements preferred.
- Knowledge of local accounting system preferred.
- Proficiency in written and spoken English, French added advantage.
- Good oral/written and interpersonal skills.
- Able to work on a cross-cultural environment with a multi-national staff.

## **Work Environment:**

- Travel: Regular internal travel to project areas is required
- On call: As required.

### **How to apply:**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **July 31st 2020** no late applications will be accepted.

### **Important Note:**

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.

