

Accounts Assistant - Chavakachcheri & Chankani

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Jaffna

Category: Finance

Job Type: Fixed term, Full-time

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

Accounts Assistant

Location – Jaffna

Job Profile

This position is required to provide financial services to World Vision Lanka (WVL) Field Projects ensuring high quality, accuracy and consistent Financial support and support the financial procurements to achieve its optimal usage and the eventual reporting to WVL management and stakeholders. Ensure Payment process is smooth and day to day Financial Operational Procedures such as planning, implementation, monitoring, evaluation and Project closure and

audit, etc. are conducted in timely manner and in line with WVL Policy and Procedure as well as Field Financial Manual (FFM).

This person provides finance support to the Accountant who is handling more than USD 1000,000 budget.

Major Responsibilities

- Assist Area Programme (AP) Manager and AP/Cluster Accountant to carryout day to day finance activities to ensure smooth functioning of AP operations.
- Ensure arithmetic accuracy & completeness of Transaction process in APs.
- Assist requestors to Check the accuracy of the invoice, purchase order, advances & Goods Received Note (GRN)s process.
- Proper documentation and filing (Including asset administration at the projects).
- Ensure financial reports are prepared and presented as guided by AP /Cluster /Regional Accountant and provide information to the AP team as required.
- Ensure fundamental Finance policies and procedures are in place as per the instruction given by supervisor.

Required qualifications, experience & competencies

- Minimum of 01 year accounting experience in similar capacity.

- Completed Advance Level in Accounting subjects or Finance qualification from recognized institution. Professional body Eg: AAT.
- Ability to manage multiple tasks and demands.
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude.
- Proficiency with MS office suite and other software applications.
- Ability to read, writ and speak in English and Sinhala or Tamil.
- The position is based in Field location and requires ability and willingness to travel domestically up to 25% of the time and occasional overseas travel.

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

Only short listed candidates will be notified.