

Grant Finance Officer Right To Grow

Location: [Africa] [Mali]

Town/City: Bamako

Category: Finance

Job Type: Fixed term, Full-time

Job Announcement

World Vision Mali recruits for the following position (1):

Title: Grant Finance Officer Right To Grow

Locality: Bamako

Contract type: Local

Report to: Grant Finance Coordinator

World Vision does not charge a fee at any stage of the recruitment process.

World Vision does not concern itself with information on bank accounts.

***Women are strongly encouraged to apply for.**

Purpose of the position:

To assist the Grant Finance Coordinator in providing efficient financial management for improved ministry quality and achievement of overall organizational objective and specially Right to Grow Project.

Major Responsibilities:

1. Ensure all supporting documents to cash disbursement, approvals and journal vouchers are complete, accurate, relevant and comply with WVI and WV Mali finance policies and all donor requirements.
2. Produce all monthly and quarterly financial reports for submission to the Grants Finance Coordinator and the Project Manager for their review and inputs.
3. Ensure that all transactions with banks and public finance departments paying taxes are well done and at time.
4. Ensure proper receipt, safe keeping and lodgment of all funds received according to WV Mali policies.
5. Assist internal and external audit staff to facilitate annual financial audit and ensure that the minimum "Acceptable audit rating" according to World Vision Partnership requirements is reached.
6. Trained the project staff on GAC grants

requirements and make effective ongoing training a field level to ensure that the project staff understand the donor procedures and are regularly updated.

7. Prepare Bank reconciliation and ensure that all old items are regularly clean.
8. Ensure that all documentations are file and safe kept.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- *Minimum Educational level required:* Degree in Accounting (Bac + 2 years) and/or ACCA/CIMA/CA part qualification
- *Technical Training qualifications required:* Good working knowledge in accounting software. Advanced knowledge in MS Excel/Word/PowerPoint.
- *Experience:* 2 years in Finance/Accounting

Working Environment / Conditions:

- *Work environment:* Good analytical skills, paa good communication culture and agrees to work and take phone calls after hours of service,
- *Travel:* 10 % rural travel is required.

Attitudes and Behaviors:

World Vision reserves the right to disqualify a candidate who has any record relating to child abuse or opposite behavior to child protection, even after the hiring.

How to apply: <http://careers.wvi.org/job-opportunities-in-mali>

***Deadline for submission of applications: February 21, 2021**

***Only short listed candidates will be contacted.**