

Grant Accountant

Location: [Africa] [Rwanda]

Town/City: Kacyiru Sud

Category: Finance

Job Type: Open-ended, Full-time

JOB OPPORTUNITY

Grant Accountant

World Vision Rwanda is a child-focused Christian humanitarian organization implementing development programs in 29 Districts of Rwanda. Our interventions are currently reaching more than 1.5 million people.

World Vision Rwanda seeks to hire highly a qualified, dedicated and experienced national for the position of Grant Accountant. This position will be based at Head office (Kigali-Kacyiru), reporting to the Grant Finance Manager.

Purpose of the position:

Lead the financial management of the project by ensuring overall financial management at the project level according to World Vision Field Finance Manual as well as donor requirements.

The major responsibilities include:

% Time	Major Activities	End Results Expected
20%	Prepare and monitor project	PBAS & SUN6 reconciled

	<p>budget, project cash flows, year-to-date spending and funding requests to ensure that projects have adequate budgets to implement related activities throughout the year by ensuring project PBAS updated and inform the project manager on the status of funds commitment.</p>	
15%	<p>Prepare and analyze accounting records, and other financial reports to assess accuracy, completeness, and compliance with WV, Support Office and donor specific reporting and procedural standards & requirements by ensure project related payments are done on time and transactions are properly recorded and posted in sun system.</p>	<p>All donor requirements / restrictions are met</p>
10%	<p>Review the projects related financial transactions to ensure that they fall within the approved scope of project activities and donor requirements and that they comply with the financial procedures and FFM requirements. Preparation of Procurement Committee</p>	<p>No miss allocation of expenses</p>

	submission documents based on the direction given by the Coordinators/specialists	
15%	Prepare and analyze monthly and Quarterly project financial report for its accuracy and adequacy, before submitted to SO / donor, in respect to full disclosure and that it presents a true and fair view of the activities of the grant for the respective period	Financial reports accepted by SO / Donor
15%	Facilitate internal and external auditors and provide relevant information as far as audit is concerned and ensure timely implementation of audit recommendations.	No questioned cost and "Unqualified" opinion obtained
10%	Participate in proposal writing with the view to provide financial advice and develop project lifetime budget in line with WV and Donor budgeting templates and guidelines in case of extension and/or project budget amendment.	At least a proposal supported is won in WV Fiscal Year and budget meet WV standards
15%	Maintain an efficient management of project Assets and conduct regular	Asset register is up to date

	inventory to reconcile sun system reports and physical count of assets as per WV's asset policy and procedures and maintain an update asset register and ensure proper management of inventory and fuel.	
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Qualifications: Education/Knowledge/Technical skills and Experience

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

- A minimum of bachelor's degree in Accounting or Finance required
- Minimum of 3 years'experience in accounting profession with a busy organization or project.
- Proven knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and internal controls.
- Experience in working with auditors both internal and external.
- Budget management experience is a must

Preferred Knowledge and Qualifications

- Well organized, with a high degree of accuracy and attention to details

- Accounting certification such as ACCA, CPA, CFA, etc
- Skills and ability to organize and conduct trainings
- Experience of bilateral or multilateral funded projects.
- Good command of Microsoft spreadsheet preferably Microsoft Excel, Vision and Sun system software.
- Self-motivated with strong communication skills and ability to organize and conduct trainings

Salary:

The salary is commensurate with qualifications and experience.

N.B: Women are highly encouraged to apply.

How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-rwanda>

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 any challenges in applying, please let us know on wvrwanda-recruitment@wvi.org (no applications will be accepted through this email).

The closing date for submission of applications is **3rd March 2021; no late applications will be accepted.**

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. All employment is conditional upon successful completion of all applicable background checks, including criminal record checks.