

Grant Accountant - PREVENT SGBV, Malaria & SUN 2 Project

Location: [Africa] [Zambia]

Town/City: Lusaka

Category: Finance

Job Type: Fixed term, Full-time

JOB OPPORTUNITY

World Vision Zambia (WVZ) Limited is a faith-based Organization dealing with Relief aid, Development, and Advocacy dedicated to working with children, families, and communities to overcome poverty and injustice. WVZ is part of World Vision International and serves all people regardless of religion, race, tribe, or gender. We are currently working on 38 large-scale programs in over 30 districts in Zambia.

We are now in the process of filling the Grant Accountant positions for three grants, namely PREVENT SGBV Project, Malaria Project, and SUN 2 Project, as outlined below.

Position:

1. Grant Accountant x 1 - PREVENT SGBV Project based in Kasama

1. Grant Accountant x 1 - Malaria Project based in Kabwe

1. Grant Accountant x 3 - SUN 2 Project based in Solwezi, Mwinilunga, and Zambezi

Reporting to: Grant Finance Manager

Location: Kasama, Kabwe, Solwezi, Mwinilunga and Zambezi in Zambia

Purpose of the Position:

The incumbent will be responsible for developing and maintaining an effective financial and administrative management system for the grant/project and its sub-partners, which complies with World Vision Policies & Procedures, grant regulations, and the Generally Accepted Accounting Principles. Provide effective oversight of the Program Management Unit's accounting, administration, Information Technology, and human resources, supporting the project's successful implementation.

Major Responsibilities:

1. Grant Budgeting and Funding

- Revise the Grant budget whenever there is an amendment to ensure that donor approves cash/activity forecast for implementation
- Ensure budget availability before an activity is initiated
- Facilitate and ensure all the projects are funded on a timely basis

1. Grant Monitoring and Compliance

- Budgetary control-monitoring that expenditure is according to the agreed and approved budget

- Ensuring that expenditure complies with donor regulations
- Conducting Financial reviews, field visits, and capacity to subgrantees
- Participate in the review of internal controls and recommend ways of strengthening internal controls.

1. Disbursement and Payment reviews

- Review of payment request voucher to ensure sufficient and appropriate documentation that it is properly coded and costs are according to cost principles (i.e., allowable, allocable, and reasonableness)
- Ensure accurate financial review of Provision requisitions, timely submission of invoices to shared services center
- Ensure that payments are approved by authorized personnel all the time

1. Reconciliations

- Manage the balance sheet accounts of the grants, which include, among other things, cash, bank balances, staff advances, payables, and receivables
- Reconcile PBAS by harmonizing details for receipts from donor and support offices
- Prepare Bank reconciliations

1. Audits and Risk Management

- Facilitating both external and internal audit
- Ensuring that audit recommendations are implemented within the prescribed time.
- Ensure analytic review documents are prepared for audit purposes
- Resolve and implement audit recommendations and apply lessons learned
- Identify potential and inherent risks and device ways to mitigate their occurrence

1. Collaboration and Capacity Building

- Train partners in grant financial management and reporting
- Train program staff on grant financial management
- Liaise with stakeholders on grant project-related matters

Qualifications: Education/Knowledge/Technical Skills and Experience:

- A bachelor's degree in Accounting, Finance, or any finance-related degree
- Additional professional qualifications such as CIMA, ACCA, and CA are added advantage.
- Knowledge of SunSystems, Vision, CAL/DOS Allocation Methodology, and other computer-related financial/accounting system and budgeting is necessary
- A minimum of three years of grant accounting experience is required, with a preference

for USAID/UKAID/EU/PNSF and other government grant experience.

- Member of the Professional Body
- Must be a good problem solver, analytical, creative, and innovative.
- Must have a good command of the English Language, both written and spoken.
- Demonstrated capacity to function well in a team and contribute effectively to team efforts
- Ability to adapt in different work environments: office-based and fieldwork (rural and peri-urban)
- Able to practicing accountability & integrity
- Ability to work in a cross-cultural environment, and must be a mature Christian.

NOTE:

“World Vision Zambia is committed to the protection of children and adult beneficiaries from all forms of abuse and sexual exploitation. All employment is conditional upon the successful completion of all applicable background checks, including criminal record checks”.

Applications will **close by 28 February 2021**. Please indicate the preferred project name and location in the application.

Women are strongly encouraged to apply; ONLY shortlisted candidates will be contacted!