

## Senior Grant Accountant

Location: [Africa] [Burundi]

Town/City: Mwaro

Category: Finance

Job Type: Fixed term, Full-time

### **PURPOSE OF POSITION (This position will be located in Mwaro province)**

The senior grant accountant will be in charge of daily activities related to payment, preparation and verification of accuracy and reporting purpose. The senior grant accountant will be also supporting the project finance manager in doing financial analysis to ensure variance at the end of each accounting period is well explained. The incumbent will be involved in planning and production of reports in order to ensure goals and targets are achieved.

### **MAJOR RESPONSIBILITIES**

% Time	Major Activities	End Results Expected
15	<p>Ensure preparation and review of payment documents and required support documents, review for authenticity, source, accuracy, updatedness, completeness and maintain robust filing system</p> <p>Partner Management</p> <p>VAT initiative</p>	<ul style="list-style-type: none"> <li>• All payment documents have enough supporting documents, well approved and filed properly.</li> <li>• Ensure payment of participants is made by Ecocash.</li> </ul>

		<ul style="list-style-type: none"> <li>• Timely retirement and booking of Partner Reports and Account 172 is current.</li> <li>• Timely VAT reimbursement Process is done monthly under 190 Account Code.</li> </ul>
10	Implement designed internal controls at the project, monitor its effectiveness on daily basis as per WV policies and donor requirements	<ul style="list-style-type: none"> <li>• All payments are done in respect of policies and approval level.</li> </ul>
5	Prepare and submit periodic project financial reports to national office and management for review and reporting completion. <i>Ensure VAT is quarterly excluded from transactions.</i>	<ul style="list-style-type: none"> <li>• Accurate financial reports submitted on time.</li> <li>• Implement R2R (Record to Report) on timely basis.</li> </ul>
10	Conduct capacity building on financial matters to programme staff and partners.	<ul style="list-style-type: none"> <li>• All project staff and partners are aware of the financial procedure and</li> </ul>

		regulations set.
10	Conduct monthly financial meeting with all project staff to enable variance explanation on expenditure versus budget per each budget line.	<ul style="list-style-type: none"> <li>• Monthly financial report is made on regular basis and variance explanation is provided.</li> </ul>
10	Ensure decision made during monthly financial reports are fully implemented in order to promote accuracy in transactions recorded under each project budget line.	<ul style="list-style-type: none"> <li>• All transactions are recorded on the appropriate budget lines.</li> </ul>
10	Facilitate audit preparation and ensure the management response and audit recommendations are fully implemented	<ul style="list-style-type: none"> <li>• Audit is prepared and facilitated.</li> <li>• All audit recommendations are implemented on timely basis.</li> </ul>
10	Ensure records of all assets and equipment is made and reports produced, shared and filed on quarterly basis	<ul style="list-style-type: none"> <li>• Fixed assets register is updated on regular basis.</li> </ul>

10	Prepare and consolidate project annual budgets and cash flows in line with partnership guidelines, standards and policies and donor requirements	<ul style="list-style-type: none"> <li>• Partner budgets and cash flow are consolidated on monthly basis to ensure accurate cash request is done.</li> </ul>
5	Ensure supervision and team working is promoted in order to enhance success of the project implementation.	<ul style="list-style-type: none"> <li>• Good supervision and collaboration at work.</li> </ul>
5	Prepare and submit timely periodic project funding request as per approved budgets	<ul style="list-style-type: none"> <li>• Cash funding request is submitted on timely basis.</li> </ul>

## CORE COMPETENCIES FOR STAFF

### Be Safe and Resilient

I take care of my personal well-being and support others to do the same.

### Build Relationships

I treat others with empathy and respect so that trust grows, and we can speak the truth with love

### Learn and Develop

I create opportunities for myself and others to grow, strengthen competence and improve performance.

### Partner and Collaborate

I engage and influence networks of people beyond my role to make a bigger difference than we could alone.

### Deliver Results

I focus on and help achieve the things that matter most, with clear evidence of my contribution.

### Be Accountable

I exercise wise stewardship, showing sound judgment and integrity in the decisions and choices I make.

### Improve and Innovate

I seek and discover new and better ways of doing things, solve problems and turn ideas into action.

### Embrace Change

I approach change and the opportunities it offers with openness and courage, and I encourage others to do the same

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Minimum education, training and experience requirements to qualify for the position:**

- **A bachelor degree or A1 in Accounting, Finance or Business Administration.**
- Preferred: Professional certified as CPA or ACCA

List additional work experience required as a minimum qualification for this position.

1. **Experience: Minimum 3 years as accountant in NGO.**
2. Experience in communication using outlook or Lotus note
3. Excellent computer skills in Excel & Sun-systems software.

**License, registration, or certification required to perform this position:**

**Technical Skills & Abilities:**

- Knowledge in accounting as professional practitioner.
- Excellent computer skills in Excel & Sun-systems software/Visions.
- Knowledge in reporting process
- Demonstrated ability in supervision
- Experience in managing donor funds
- Working knowledge of Sponsorship operations, finance services and practices is an added advantage.
- Good planning and organizational skills
- Ability to maintain effective working relationships with all levels of staff and public

### **Preferred Skills, Knowledge and Experience:**

- Have experience in working with various donors.
- Have a good understanding of integration of grants with sponsorship projects.
- Have a decision making skills.

### **Work Environment**

- Work environment: Office-based
- Travel: 20% domestic travel is required.
- On call: 10%

### **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, Certified Degrees and certification in accounting) is **August 12, 2021**. 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.
- The position is located in Mwaro province and successful candidate will accept to be located at Cankuzo province