

Payment Accountant

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Finance

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

To coordinate the implementation of new initiatives from WVI partnership, such as AP, Provision, R2R, OTP as per WV policies, donor standards and procedures to attain quality program.

MAJOR RESPONSIBILITIES

% Time	Major Activities	End Results Expected
20	Financial Planning/Budgeting <ul style="list-style-type: none"> • Review all purchase requests for region against approved budgets • Participate in semi-annual budget review meetings and take appropriate actions in budget amendments • Facilitate timely monthly 	<ul style="list-style-type: none"> • All PRs for the region reviewed against approved budget • All budgets reviewed are reconciled with horizon • Clusters funded on time

	<p>funding for programs/projects against approved budgets and cash flows</p> <ul style="list-style-type: none"> • Assist FM in cash forecasting / Monthly cash flow plan for good program implementation. 	
25	<p>Financial accountability/reporting</p> <ul style="list-style-type: none"> • Prepare payment by following WV Partnership Initiatives guidelines such as AP,R2R and OTP • Facilitate the processing of payments and ensure the accurate entry of data in sunsystem • Prepare and submit through share point/ SunSystem all entries made on weekly basis • Manage and Fill documents processed. 	<ul style="list-style-type: none"> • On time supplier invoice payment • Minimal Complains from Suppliers on invoice Payment delays. • To meet world vision's filling standards. • Will facilitate the smooth filling of accountable documents • Number of months out of 6 rolling months with days of unrestricted cash balance that meets standard or within the

	<ul style="list-style-type: none"> • Manage Liquidity, Cash Balance and Banking • Review and analyze balance sheet accounts on monthly basis and take appropriate actions before attaching Monthly report in the FFR data base. 	<p>Partnership Cap days (10 days equivalent of unrestricted Cash balance).</p> <ul style="list-style-type: none"> • Accuracy of other liabilities account. This will facilitate to track all booking on this account and have the projects charged accordingly
10	<p>Risk Management</p> <ul style="list-style-type: none"> • Facilitate internal and external audits and ensure timely submission of management responses • Review all transactions in line with established WV internal controls • Follow up on all audit recommendations to ensure 100% implementation • Promote and practice transparency and 	Good rating in audit

	integrity for stewardship of resources	
25	Disbursements <ul style="list-style-type: none"> • Ensure timely payments of suppliers and staff by using Mobile money and AP methodology • Review codes for all transactions for accuracy and ensure appropriate posting in the general ledger • Ensure proper filing system for all financial transactions in place • Ensure Monthly reconciliation is done between soft and physical Financial documents • Prepare and process payment for suppliers and partners in omniplus platform and ensure proof of payment is 	<ul style="list-style-type: none"> • Financial report submitted on time of national office account code • All payment to be initiated in omniplus platform • Ensure proper filing system for all financial transactions in place • Ensure Monthly reconciliation is done between soft and physical Financial documents

	<p>attached on the document.</p> <ul style="list-style-type: none"> • Ensure all transactions are adequately supported by backup documents before payment is made • Review all invoices in provision and take necessary action 	
10	<p>Supply Chain</p> <ul style="list-style-type: none"> • Receive invoices with required supporting documents from supply chain and ensure all are send to coupa system within the same days. 	<p>All invoices received from supply chain to be checked and sent to coupa the same day</p>
10	<p>Fleet management</p> <ul style="list-style-type: none"> • Review all fuel report/Vehicles and Motorbikes received from Fleet and security department for better reconciliation Fuel pre-paid accounts. 	<p>Record JE for fuel on monthly basis</p>

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KNOWLEDGE, SKILLS AND ABILITIES

1. Minimum of A1 in accounting or Bachelor's degree in Accounting, Finance or Business Administration
2. A Minimum of 3 years of experience in Accounting, Finance, Budgeting and Reporting.
3. A Minimum of 1 year of experience in Mobile Money payments will be an advantage

Preferred Skills, Knowledge and Experience:

1. Very good computer skills in Excel & Sun-systems software.
2. Good planning and organizational skills
3. Understanding of, and demonstrated experience with financial accounting principles, Internal Controls processes and systems.
4. Proficiency with Excel as a tool for data input, reporting, review, and analysis.
5. Excellent cross-cultural communication
6. Customer service approach using tact and diplomacy in dealing with staff-related to work environment needs
7. Ability to maintain effective working relationships with all levels of staff and partners
8. Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context

9. Ability to write and speak English Fluently.

Work Environment:

- Work environment: National Office with some travel to Clusters level
- Travel: 15% Domestic travel is required.
- On call: 25%

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) 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.