

Assistant Accountant - Covid-19 Healthcare Facilities Improvem

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Colombo - 09

Category: Finance

Job Type: Fixed term, Full-time

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

Assistant Accountant – ECHO assisted “Covid-19 Healthcare Facilities Improvement Project”

Location – Colombo

***This position is for a period of 11 months.**

Job Profile

Provide financial services to ECHO assisted “Covid-19 Healthcare Facilities Improvement Project” ensuring high quality, accuracy and consistent Financial support and support the financial procurements to achieve its optimal usage and the eventual reporting to WV (World Vision Lanka) management and stakeholders.

Major Responsibilities

- Train and/or upgrade knowledge and skills of the Project staff on the grant requirement and relevant WV accounting policies, procedures, methodologies and systems
- Verify each transaction to ensure they are budgeted, allowable and within the grant requirement, before being processed
- Make management aware of any risk area noted in relation to the Project
- Prepare Annual Budget Implementation plan for field activities
- Update the project team on project spending status with analysis during the team discussion
- Review daily transactions in COUPA system for accuracy & completeness
- Support the operational staff at field office in preparing Annual Procurement plan

Required qualifications, experience & competencies

- Minimum of 3 years accounting experience in similar capacity
- Knowledge and understanding of handling Grant/ donor funding under required regulatory environment

- Part qualification from recognized accounting body (CA Sri Lanka, CIMA) or a University degree in Finance
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Ability to read, write and speak in English. Ability to read, write and speak in Sinhala or Tamil will be an added advantage

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

Only short listed candidates will be notified.