

## Programme Accountant

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Finance

Job Type: Fixed term, Full-time

### Purpose of the position:

WVE is seeking a Grant Accountant who will be responsible for managing the implementation of the Global Funded project through CANGO focusing on HIV Prevention for AGYW and finance activities in the implementation of WVE internal controls and Field Finance Manual standards, to enhance stewardship of resources in achieving child well being outcomes.

### Major Responsibilities:

	Key Outputs/Responsibilities  (Accountabilities and results)	Weight
		%
1	<b>PLANNING AND CONTROL:</b> <ul style="list-style-type: none"> <li>• Coordinate finance planning and reporting meetings with program managers</li> <li>• Participate in periodic</li> </ul>	5

		<p>finance management meetings</p> <ul style="list-style-type: none"> <li>• Identify skills gap amongst grants staff on financial systems in collaboration with the cluster managers</li> <li>• Maintain financial and monitoring systems that comply with World Vision partnership and Donors policies and regulations in order to provide appropriate levels of security and controls over grants resources and all financial operations.</li> </ul>	
	2	<p><b>STEWARDSHIP, ACCOUNTABILITY AND QUALITY FINANCIAL MANAGEMENT</b></p> <p><b>Quality Checks:</b></p> <ul style="list-style-type: none"> <li>• Review all purchase requisitions before approval by Program managers</li> </ul>	10

- Review travel and business advance balances for program staff
- Follow-up unsettled travel advances with staff to ensure timely reconciled.
- Consolidate procurement plans for grants projects in line with approved budgets
- Monitor completeness of procurement documentation and procedures.
- Validate program coding for accuracy, completeness and authenticity
- Review and evaluate effectiveness of work methods, procedures and personnel in grants management
- Advise Program Managers and grants

	<p>staff on expenditure status and trends on monthly basis</p> <ul style="list-style-type: none"> <li>• Visit area program sites to ensure that grants supplies inventory records are maintained appropriately</li> </ul>	
	<p><b>Financial Systems Management:</b></p> <ul style="list-style-type: none"> <li>• Implement the Global Centre financial system initiatives relating to budgeting, disbursement and income management (GEMS, LEAP Budget templates, Sunsystems. Project Core Reports, PBAS templates, Horizon, Bank Reconciliation Templates, LDR, S2P etc).</li> </ul>	10
	<p><b>Budget Management:</b></p> <ul style="list-style-type: none"> <li>• Prepare grant budgets in</li> </ul>	10

LEAP finance budget standards or donor required format to meet finance standards for grants, grant budget proposal and ensure that each donor covers their fair share of administration costs before they are submitted to donors.

- Enter approved budget in MyPBAS before initiating spending against approved budget. Reconcile Sunsystems budget with MyPBAS and grant budget in coordination with Project Managers, close follow up with Support Offices are done to avoid delay in the implementations of project activities and over and under-spending.
- Prepare and manage grant cashflow and expenditure projections in consultation with program

	<p>manager to ensure smooth operation of the grant and timely implementation of activities.</p> <ul style="list-style-type: none"> <li>• Analyze actual project spending against approved budgets and alert management of irregularities and make recommendations</li> <li>• Input budgets into Sunsystems and Horizon</li> </ul>	
	<p><b>Funding Management:</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date Grant funding matrix and financial expenditures showing all funding received and expenditure incurred to-date for grants operations.</li> <li>• Monitor timely submission of Grant Approval protocol to the Region for any new Grant opportunity.</li> </ul>	10

## Procurement and Payment Processes:

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- Review grant procurement purchase requisitions for compliance with donor regulations, proper coding, correctly approved, processed and recorded, including verifying budget availability for all expenses and completeness of documentation, track procurement of capital assets for grants, maintain and update asset register, asset disposal and inventory control sheets to safe guard grant assets.
- Advise Program Managers on funds availability prior to authorization of procurement and payment requests

	<ul style="list-style-type: none"> <li>• Prompt payment of suppliers and service providers</li> <li>• Correct payment made for goods/services received within agreed payment period</li> <li>• Prepare monthly cash-flow forecasts for grants with planned expenses and income to ensure smooth operations.</li> </ul>	
	<p><b>Capacity Building:</b></p> <ul style="list-style-type: none"> <li>• Mentor and coach staff on grant financial policies, procedures and grants financial management in general.</li> <li>• Build capacity of program committees and Community Based Organizations on grants financial management</li> </ul>	5
	<b>Asset, Stocks and</b>	5



	<p><b>Inventory Management:</b></p> <ul style="list-style-type: none"> <li>• Maintain and update fixed asset register bi-annually.</li> <li>• Maintain of stock records of ministry supplies in stock book</li> <li>• Provide guidance to management on procurement and management of grants assets.</li> </ul>	
3	<p><b>RECORDING AND REPORTING:</b></p> <ul style="list-style-type: none"> <li>• Consolidate the monthly and quarterly grant financial reports in line with World Vision financial reporting standards and grant guidelines in compliance with donor format.</li> <li>• Review and analyze the authenticity, accuracy and completeness of</li> </ul>	10

accounting data before finalization of monthly grants FFR.

- Generate and analyze project monthly financial reports for review with Program Managers
- Work with grants team to prepare monthly financial review notes.
- Print and have monthly financial reports signed by Program Managers and file them.
- Present and interpret financial statements to stakeholders (project management and staff community members) on the financial status of the project.
- Undertake year end responsibilities and grants project closure procedures

## 4 **FINANCIAL RISK AND DATA SECURITY MANAGEMENT:**

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- Ensure back-ups are kept for financial data and reports regularly.
- File all grant related information and documentation in particular signed copies of grant agreements, extensions/amendments, Memorandum Of Understanding, approved budgets, financial reports submitted to donors and key correspondences with Support Offices on all funding received for the grants.
- Manage all audits by providing required documentation, provide or coordinate explanations required.
- Lead the development of SOPs to enhance financial risk

management of donor funds

- Implement audit recommendations within 90 days after the issuance of the audit report
- Enhance adherence to financial policies and internal controls and general financial management practice at cluster level.
- Ensure that cash on hand, funding received and bank balances are kept accurate, secure and intact, and are reconciled regularly.
- Manage suppliers and services providers in liaison with supply chain to preserve good name and image of the organization
- Prepare reconciliations and follow up unsettled

	travel and business advances of grant staff and perform account allocation on monthly basis	
5	<b>GENERAL AREAS:</b> <ul style="list-style-type: none"> <li>• Attend devotions, staff chapel and day of prayer.</li> <li>• Perform other related duties assigned to enhance World Vision Swaziland ministry</li> </ul>	5

### **Other Competencies/Attributes:**

- Must be a committed Christian, able to stand above denominational diversities.
- Participate in daily devotions and weekly Chapel services.
- Perform other duties as required.

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

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

- Minimum Educational level required: Bachelor of Commerce Degree in Accounting or related field.
- Preferred Educational Requirement: Bachelor of Commerce Degree in Accounting or related field.
- Technical Training qualifications required: Professional technical skill desired
- *Experience*: 3 years of experience in Accounting field
- *Technical skills*:
- Grants management certification.
- Experience in managing donor funds.
- Good planning and organizational skills.
- Ability to maintain effective working relationships with all levels of staff and public.
- Commitment to World Vision Core Values and Mission Statement.
- Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context
- *Other*: Working Knowledge of Accounting Packages required.

### **Working Environment / Conditions:**

- *Work environment*: Office-based with frequent travel to the field and national Office

- *Travel:* 5% Domestic/international travel is required.
- *On call:* 10%