

## JOB DESCRIPTION

**JOB TITLE:** Accountant  
**SUPERVISOR:** Financial Manager  
**PROJECT:** Scope  
**LOCALISATION:** Port-au-Prince, Haiti  
**SCHEDULE:** 40-48 Hour per week

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### Essential Functions:

#### Accounting:

- Verify all supporting documents for authenticity before entering them in the organization's accounting software.
- Verify accounts by reconciling statements, transactions and supporting documents.
- Prepare check and cash payment vouchers and allocate expenses to proper accounting codes for all financial transactions in line with budgets and project documentation
- Posting of Journals as directed by the Finance Manager
- File and archive all accounting and supporting documents appropriately
- Contribute to team effort by accomplishing related results as needed.
- Reporting and Compliance:
- Visiting Field Locations to provide support and ensure compliance on grant spending
- Prepare programs budget pipelines and management reports for review by the Manager before submission to Program Manager and SCOPE Operations & Finance Manager
- Maintain financial security by following internal accounting controls
- Ensure that VAT invoice fulfill VAT claim requirements, prepare and follow up VAT claim on quarterly basis in collaboration with the Finance Manager
- Ensure that all accounting requests from HQ for finance supporting documentation are sent in on a timely manner to the International Accountants Budget and Forecasting:
- Work with Program Managers and Finance Manager to create cash forecasts for the project to ensure needed cash is received from HO.
- Prepare Monthly Budget vs. Actual (BVA) Reports on the project for review by the Country Finance Manager, SCOPE Program Managers and Country Director and SCOPE Finance and Operations Director (HO)
- Work with Program Managers and Procurement Department to ensure that procurements are made in a timely manner, adhering to WR Policy and USAID regulations, communicating with the SCOPE Finance and Operations Manager if additional approvals for HO or USAID are required prior to any procurement.
- Attend Bi-weekly SCOPE team meetings and monthly SCOPE finance meetings, leading the finance discussion.



### **Qualifications required**

- ✓ Bachelor's degree in accounting or Finance with International NGO work experience required. CPA preferred.
- ✓ Proven Experience in fund-based accounting.
- ✓ Prior Experience working on USAID, OFDA, EU or other Grants or Projects.
- ✓ Proven Experience in Computerized Accounting.
- ✓ Excellent skills in MS office especially MS Excel and Word.
- ✓ Excellent written and oral English skills.

#### **Personal Skills:**

- ✓ Commitment to World Relief's values,
- ✓ High level of integrity and sense of confidentiality,
- ✓ Initiative, excellent organizational ability, with attention to details excellent interpersonal skills for team work in a multicultural environment,
- ✓ Self-directing, reliable and responsible,
- ✓ Strategic thinker, patient and self-controlled.

Please mention the position "Accountant" in the email Subject field. Application, Letter of intent, CV, professional references should be sent in French or English to the following addresses until December 17, 2021: [wrhadmin@wr.org](mailto:wrhadmin@wr.org)

**It is preferable that applicants are available to start work in January 2022.**