

JOB DESCRIPTION

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

Essential Functions:

Accounting:

- Verify all supporting documents for authenticity before entering them in the organization's accounting software, making sure all expenses comply with USAID rules and regulations.
- 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)
- Assist with the preparation of workplan budget adjustments bi-annually.
- 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. These meetings include interaction in English with our US based team.



- Overall support to the SCOPE team to ensure finance and program work together to manage the project well.

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 direct finance and accounting for USAID, OFDA, EU or other Grant funded Projects.
- ✓ Excellent written and oral English skills.
- ✓ Proven Experience in Computerized Accounting.
- ✓ Excellent skills in MS office especially MS Excel and Word.

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 should be sent in French or English to the following addresses: wradmin@wr.org