**JOB DESCRIPTION**

**JOB TITLE:** Accountant   
**SUPERVISOR:** Financial Manager

**PROJECT:** Scope

**LOCALISATION:** Port-au-Prince, Haïti

**SCHEDULE:** 40-48 Hour per week

**CLOSING DATE**: June 30, 2022

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**SCOPE Project:**

Implemented by World Relief in Haiti, Kenya, Malawi, and South Sudan, the USAID-funded SCOPE project seeks to use and improve existing private and public health systems, working with health service providers to co-train community health actors strengthen policies to improve access to services. SCOPE increases demand for services by training mothers and caretakers on preventative health measures and health-seeking behavior change. SCOPE provides this training through some of the most trusted voices in the community; religious leaders, and neighbors and will improve advocacy efforts at various levels of the Ministry of Health through strong local partners churches, religious networks, and Christian Health Associations. These local partners are essential for SCOPE's collaboration, learning, and long-term sustainability.

**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.
* **IT IS MANDATORY TO HAVE ENGLISH-SPEAKING CANDIDATES**

**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.

**FEMALE APPLICANTS ARE ENCOURAGED TO APPLY.**

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 addresse: [wrhadmin@wr.org](mailto:wrhadmin@wr.org)