**Job Advertisement**

**JOB TITLE :** Grant Finance Officer   
**SUPERVISOR :** Finance & Operations Director

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

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

**CLOSING DATE** **:** February 6, 2023

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**Purpose of the position:**

Contribute to World Relief core values by providing guidance and technical support in financial management; strengthening internal controls and ensuring that financial, administrative and other policies and procedures are understood and followed by all staff.

**Major Responsibilities:**

* Manage day to day operations of the finance, administrative unit at Head office and field Offices level, ensure high quality services is provided to customers (internal and external) through timely payments, providing advice on coding of transactions.
* To ensure accurate and timely entry of accounting information and prepare basic records (cash book, banking, bank reconciliation, fixed asset register, cheque disbursement and receipts) for good corporate financial management of the USAID/BHA Project.
* Process all payments within the internal control system and conform to BHA project approved budget
* Review all BHA project purchase requisitions for cost centers as per approved budgets
* Process accounting information, cash books, bank statement, bank reconciliation, fixed asset database, cheque disbursement and receipt for all BHA project goods.
* Proper documentation, filling, referencing and review employee BHA expenses reports and journalizing expenditures
* Prepare BHA project funding request in line with project cash flows and timely reporting
* Cross checking BHA project asset listing, coding, verification, disposal and asset movement
* Perform BHA project funding reconciliation with Bank books g to Home office.
* Update and reconcile BHA project advances, prepayments, receivables, payables and other flow through established documents
* Any other duties as assigned
* Attend and participate in daily devotions
* Ensure that BHA project cash flows, bank accounts, and fund transfers are managed appropriately
* Ensure that BHA project financial commitments are met as planned or as assigned

**Other Competencies/Attributes:**

* Attend any other capacity building forum
* Must be a committed Christian, able to stand above denominational diversities.
* Attend and participate in daily devotions and monthly weekly Chapel services.
* Perform other duties as required.

Support in the preparation of donor reports.

Preparation of Monthly Budget Variance reports for assigned projects.

Assist in the preparation of Project Audits and annual organization Audits.

Ensure timely payments of statutory deductions.

Support the Accountant, Junior Accountant, Cashier & Asset Controller and Admin Assistant in their daily duties.

* Capacity building of support staff and other staff supervises.

**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 Qualification required**: Degree in Accounting or related fields
* **Experience:** 2-3 years’ experience in accounting of USAID projects
* **Preferred:** Bachelor in accounting, finance or related fields
* **Technical Skills & Abilities:**
* Excellent computer skills in Excel, Word & Sun-systems Quick Books.
* Good planning and organizational skills
* Tact and diplomacy in dealing with staff-related to work environment needs
* Ability to maintain effective working relationships with all levels of staff
* Ability to work independently and take initiative

**Working Environment / Conditions:**

* *Work environment*: Office-based with frequent travel to the field
* *Travel*: 20% Domestic/international travel is required.

**FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!**

**HOW TO APPLY**

* Please send your applications to the following email address: wrhadmin@wr.org with “**Grant Finance Officer** " in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.