**JOB DESCRIPTION**

**JOB TITLE :** Project Accountant, SCOPE
**SUPERVISOR :** Administrative and Financial Director

**LOCALISATION :** Port-au-Prince

**CLOSING DATE : 14 mars 2023**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Position Summary:**
The SCOPE Project Accountant is responsible for the accounting, and reporting functions of the SCOPE project grant to ensure adherence to budget, compliance with World Relief policy and procedures and USAID Rules and Regulations. The position reports to the Haiti Directory of Administration & Finance with interaction with the Home Office International Finance Team and the SCOPE Finance and Operations Manager located in Baltimore.

**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 Finance Manager before submission to Program Managers 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 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, Program Managers, Country Director and SCOPE Finance and Operations Manager.
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.

**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.

**FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!**

**HOW TO APPLY**

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