

act:onaid Job Description and Person Specification

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| Job Title: | PROJECT ACCOUNTANT - CENTER | | |
| Department: | Finance and Operations | Job Family: | Finance |
| Reports to: <i>(incl matrix reporting)</i> | Finance Manager | Grade: | D |
| Location: | Centre | | |
| Direct Reports: | None | | |
| Job Role | | | |
| Role Overview: | The holder of this position shall be responsible for provision of financial and administrative support to projects at the Centre. | | |
| Accountabilities | | | |
| Key Accountabilities / Responsibilities: | Key Activities | | |
| Values Practice & Strategy Change Priorities | <ul style="list-style-type: none"> Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) Child protection and safeguarding –Embed AAIK and sector’s approach to child protection and Safeguarding is embedded in all initiatives holistically AAIK Values Practice – Ensure a personal and team culture that demonstrates all of AAI’s Values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility | | |
| Capacity Building | <ul style="list-style-type: none"> Conducting quarterly partner’s needs assessment. Developing training materials to be used for capacity building of the partners. Capacity building Partners in the following areas: Budgeting, Forecasting and Variance Analysis; Software and Accounting Procedures; Financial Reporting (Cash and Treasury Management), grants liquidation, Policy & Procedures Compliance; Internal & external Audit responses; HR Structure and organisational development; Payment Modalities (Cash, Bank & Mobile, credit cards); Asset Management, Governance matters and documentation. Undertaking scheduled Partners visits and provision of necessary capacity building Support Constant monitoring of partners grants and expenditures on a regular basis. Building the organisation of people living in poverty and exclusion. | | |
| Donor Projects Management | <ul style="list-style-type: none"> Management of donor funded projects as assigned, and submission of timely donor projects reports. Monitoring compliance to donor conditionalities before reporting Generating exchange gain and losses tabulations and advising the Finance Manager appropriately | | |

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| Financial Processing | <ul style="list-style-type: none"> • Provision of effective and efficient financial and administrative support • Matching invoices against LPO's, requisitions and delivery notes • Processing and entering of payments and other in the SUN system • Acting as a bank agent for the project account and making necessary cash payments and reimbursements for project staff. • Maintenance of bank correspondence file to ensure compliance with AAIK banking guidelines • Undertaking bank reconciliation and management of project cash flows. |
| Resource mobilisation and accountability | <ul style="list-style-type: none"> • Participate in Expression of Interest and proposal development for funding • Provide information in reports to donors. • Maintaining a robust accountability system including: Accountability to the people living in poverty and exclusion, AAIK's resource partners, statutory obligations and internal governance • In collaboration with Team Leader, ensure operationalization of accountable systems within implementing partners, communities and stakeholders • Ensure personal accountability on assigned resources at all times |
| Administrative Functions | <ul style="list-style-type: none"> • Managing all project assets • Procurement of goods and services in accordance with the procurement policies and regulations • Supporting implementing partners on administration and procurement matters • Handling procurement decisions within the thresholds for projects as per approvals • Provision of administration support for projects |
| Other Duties | <ul style="list-style-type: none"> • Perform other functions that will be assigned by the Finance Manager from time to time. |
| Typical People Management Responsibility | |
| Approximate number of people managed in total | 0 |
| Matrix Manager – (projects/dotted line) | No |
| Team Leader | No |
| Manager of Team Leaders/Managers | No |
| What is the global remit? Operates in: | |
| Own country | Yes |
| Key Relationships to reach solutions | |
| Internal (to ActionAid or team) | External |
| Programme and Strategy unit, LRP Coordination & Country Senior Management Team | International Platforms, Partner community, CBOs, NGOs, networks and alliances |
| Finance Advisor (AAI-GS) | Government offices |
| Peer Accountants | Peer international NGO leaders |
| Person Specification | |
| Education & Certifications | <ul style="list-style-type: none"> • A Bachelor of Commerce degree or Business Administration or its equivalent from a recognized University; • CPA part I or its equivalent; |

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| Experience | | <ul style="list-style-type: none"> • Satisfactorily served as Accountant or a comparable position with similar responsibilities in like organizations for a minimum period of three (3) years; • Have demonstrated high understanding of finance and accounting matters; and • Have rich experience in programme and projects financial management. |
| Essential knowledge & skills | | <ul style="list-style-type: none"> • A strong commitment to AA's vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in AAIK Code of Conduct. • A strong commitment to adhering to and promoting AAIK's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk). • A good understanding of human rights, women's rights, and socio-economic justice • Have demonstrated high understanding of finance and accounting matters • Strong analytical/problem solving, and management of crisis, conflict and risk • A strong commitment to embedding feminist leadership and AAIK's humanitarian signature. • Excellent conceptual, analytical, documentation and presentation skills • Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders • Excellent planning and prioritization skills |
| Competency Profile | | |
| Leading organisation | Strategic perspective | Demonstrate alignment of the Organisation's strategic priorities and goals. |
| | Change management | Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment. |
| | Decisiveness and Agility | Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment. |
| Leading others | Leading Teams | Attracts, motivates, and develops high performing teams. |
| | Building Collaborative Relationship | Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture). |
| | Communication | Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively. |
| Leading self | Leading with Purpose and Credibility | Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values |
| | Innovation and Taking Initiative | Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities |