

Position title: project Accountant

Name of project: Small–ruminants Investments and Graduating Households in transition

Duration: (11) Months renewable / satisfactory performance basis with (3) Months' probation period

Duty Station: PMU – Amman

TORs and Job Description

1. Work closely with the senior Accountant and assist him in the overall financial management tasks pertaining to the project.
2. Support the preparation of Annual Work Plans & Budgets (AWPBs) Cash forecasts, liquidity reports as well as periodic (quarterly, half-yearly, annual, etc.) financial reports
3. Verify the completeness (hard and soft copies) of the supporting documents (e.g. contracts, transactions, progress level) for each main service provider / implementing partner, based on donors' regulations, requirements and updated Project Implementation Manuals (PIMs).
4. Ensure that all project financial transactions supporting documents (hard and soft copies) are securely archived, properly on a daily basis and easily accessible at all times
5. Prepare bank reconciliations for each bank account of the project on a monthly basis .
6. Control actual Expenditures against AWPB allocations and eligible cost categories.
7. Continues follow up the project expenditures in MOA (Procedures, Accounting cycle and update transactions documents filing in PMU)
8. Follow up and maintain up-to-date records for Cash & in-kind Government Contributions.
9. Record into the accounting system all financial disbursements and cash deposits including Government cash and in-kind Contribution along the relevant financing resources.
10. Comply with accounting standards, policies, ethics and code of conduct of the Funds and the Government of Jordan.
11. Perform any other financial duty, as requested by the Financial Manager of the project.

Required Qualifications and Experiences

1. At least Bachelor degree in finance or accounting or any related fields
2. Minimum two years of professional experience in Jordan, preferably professional accounting experience in international funded Projects, NGOs or development Projects, with providing a certificate from Social Security Corporation in Jordan Mentioning the Contribution in Social Security for experience period
3. Good command in English (both written and spoken)
4. Excellent MS Excel knowledge
5. Strong commitment to self-development and continuous learning