

**Post title:** Senior Accountant

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

**Duration:** One year renewable / satisfactory performance basis

**TORs and Job Description**

1. Work closely with the Financial Manager and Assist him in overall financial management activities of the project.
2. Support preparation of Annual Work Plan & Budget (AWPB) for the project .
3. Proper documentation, completeness (hard and soft copies) of financial statements and Supporting Documents (contracts, transactions, progress level) for each main service provider, implementing partners based on Donors regulations, requirements and updated project implantation Manual/s.
4. Work alongside with the Financial Manager to ensure timely and accurate submission of withdrawal applications to the Fund .
5. Assist the Financial Manager in Preparation and submission of financial statements, budgets, financial projections, cash flow forecasts for fund, Borrower and Implementing agency requirements .
6. Ensure that all project financial transactions (hard and soft copies) are filled properly and on daily basis and easily accessible. In addition, ensure that all supporting documents of implementing partners are filled properly and securely;
7. Regular follow up the status of fund as per in the financial agreement/s provisions of convention and Anexed associated with .
8. Prepare on monthly basis the bank reconciliation for each bank account,
9. Regular ensuring of enough avialable liquidity in the project accounts to cover anticipated expenditures .
10. Regular field visits to implementing partners for financial oversight and financial verifications
11. Financial control of actual disbursements against allocations in the AWPB and the list of project categories
12. Review and validate the procurement/bidding proccess against approved AWPB and supporting documents;

13. Ensure smooth and timely transfer of related approved payments for eligible expenditure to Contractors and service providers in compliance with AWPB, financial agreements, Government financial regulations ,
14. Record financial disbursements, deposits and classified calculated cash/in-kind share cost into the accounting system appropriate allocations to the different financing resources.
15. Following accounting standards , policies , ethics and code of conduct of the Funds and the national Government .
16. Follow up and maintain upto date records for Cash & in-kind Government Contribution
17. Any Other financial duties requested by the financial manager of the project.

### **Qualifications and Experiences**

1. At least Bachelor degree in finance or accounting or related fields.
2. Minimum Four years professional practical accounting experience in international funded projects or NGOs
3. In -depth knowledge of best practices in funded project accounting .
4. Financial analytical skills is preferred .
5. Fluency in english (both written and spoken)
4. Very good Excel MS Knowledge
6. Strong commitment to self development and continuous learning .