International Agency for the Prevention of Blindness

JOB DESCRIPTION

Project Accountant

Full Time / Part Time : Full Time

Reporting to: Financial Controller

Main Duties & Key Responsibilities

The post holder will assume responsibility for project accounting and financial support for the Seeing is Believing (SiB) programme (60%) and other IAPB restricted grants (25%) as well as support the production of Monthly Management Accounts (15%).

The Project Accountant will work closely with the project Managers and fundraisers.

Project Accounting - Seeing is Believing programme (60%)

- Review and query budget submitted at the pre-qualification and full proposal stages.
- Work with the Programme Manager to assess the suitability of projects
- Review MOU and final Budget prior to formal sign off.
- Review and Analyse financial reports submitted, investigate any discrepancies
- Process and record drawdowns.
- Assist team to ensure commitments have a smooth plan over life of the Programme.
- Ensure that project expenditures are compliant with charity legislation, and all matched funding requirements are adhered to.
- Work closely with SiB Finance Manager and SCB country teams to monitor direct country transfers to projects.
- Build relationship with and support local projects' finance function
- Ensure all projects submit full final financial reports for close-out of individual projects.
- Participate in project visit as and when required.
- Monthly reconciliation of project schedules to IAPB Balance Sheet and P& L
- Preparation and posting of correcting journals.
- Prepare consolidated drawdown and cashflow forecast and analyse variance
- Prepare Management Accounting information to SiB Management Committee, provide commentary on project drawdowns
- Be the main point of contact for all SiB project related internal and external audit

Project Accounting – Other Restricted Grant (25%)

- Prepare monthly grant reports to Project Managers.
- Liaise with local offices, to collect project data in a timely manner.
- As and when required prepare financial report to funders.
- Work closely with fundraisers to prepare funding requests.
- Monthly reconciliation of project schedules to IAPB Management Accounts.
- Prepare projects cashflow.

Month end and Year end closure (15%)

- Support the Financial Controller in the month end and year end routine.
- Bank and other Balance Sheet items reconciliation.
- Being the main point of contact for restricted grants related audit.
- Submitting statutory accounts to Companies house, HMRC and the Charity commission

Profile

- Project Accounting experience in an international environment essential (Minimum 4 years).
- Interest in International Development.
- Willing / able to travel overseas.

Qualifications and Skills

- Good Analytical and problem solving skills.
- Consistent and highly organised.
- Proactive, flexible and adaptable to a varied environment.
- Good communication skills at all level and through various means (email, teleconference, skype, face to face).
- Excellent spreadsheets skills.
- Experience of accounting for European Grants an advantage.
- Experience of using multicurrency accounting package (Access Dimension will be an advantage).
- Finalist or Qualified Accountant.