

ACCOUNTANT – PROJECT ACCOUNTING

Responsibilities:

- Coordinate, supervise and review the preparation of annual Regional Offices' budgets, project proposal budgets and analysis of the projects performance for monthly management reporting based on established guidelines and rates;
- Lead and supervise a team of Accounting personnel at the Head Office and/or the Regional Offices in project accounting, monitoring and reporting (internal and external) on timely basis including, but not limited to, maintaining proper project files and master data, disposal of capital assets upon project closure, and returning excess funds to donor, where applicable;
- Where applicable, handle the –
 - a. closing of monthly project accounts for Regional Office where SAP has not been implemented;
 - b. accounting, monitoring and processing of collaborator accounts until the knowledge has been transferred to the Regional Office Finance team; and
 - c. accounting, analysis and reporting for projects based at Head Office.
- Process operating funds to Regional Offices on a timely basis within the available budget limits and established guidelines;
- Monitor and review the cash flow status of projects to ensure adequate fund balance to run the projects including timely collection of grants from donor in accordance with terms of the contracts;
- Supervise the implementation and administration of the cost recovery system, developed in consultation with the Finance Manager and the Budget Supervisor, at the respective Regional Offices;
- Coordinate and liaise with internal and external auditors to meet project audit and interim and year-end audit objectives;
- Responsible for the performance of the Accounting team at the respective Regional Offices and to provide timely service support to respective Regional Offices as stipulated in the Service Level Agreement (SLA);
- Building capacity and financial literacy of Finance Team, Budget Owners and Project Teams at respective Regional Offices / HQ; and
- Review and participate in the improvement of processes to increase efficiency and effectiveness of the project accounting function in support of researchers, and in line with the mission of International Research Support Services (IRSS).

Requirements:

- Degree in Accounting, ACCA, CIMA or equivalent;
- 6 years experience in Accounting or Auditing with 3 years experience in a supervisory and leadership role, preferably in multi-national firms;
- Preferably a member of MIA;

- Experience in using SAP system is preferred;
- Demonstrate record of inter-disciplinary, partnership building, and the desire to work in a collaborative environment;
- Good interpersonal skills, computer literate, team player;
- Good project management and analytical skills;
- Good financial accounting and planning skills; and
- Proficient in written and verbal English.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail address) of three (3) professional referees who are familiar with the candidate's qualifications and work experience, no later than **23 February 2007**. Only short-listed candidates will be notified.