

## **ACCOUNTANT – PLANNING & BUDGETING**

### **Responsibilities:**

- Develop, maintain and continuously improve an effective budget process for allocation of resources to meet the research agenda of the Center;
- Coordinate and prepare the annual budget and semi-annual budget revision of the Center and maintain updated project budgets and profile in the SAP Project System on a timely basis;
- Coordinate and prepare the annual mid term plan in compliance with CGIAR guidelines;
- Responsible for the development, implementation and continuous improvement of the full cost recovery system, including the development of standard rates for use in budgeting process,;
- Coordinate, develop, prepare and maintain accurate costing and budgeting data (e.g. overhead rates, FTE allocation) in the SAP System for monthly closing;
- Maintain, monitor and analyze movements of budgets (restricted and unrestricted grants) and prepare financial analysis reports on budget movements and variances at Center-wide level on monthly basis;
- Develop and continuously improve the guidelines on internal budget for the preparation of project proposal budgets in consultation with Business Development Office, Science Coordinator Office and Project Accounting team;
- Prepare analysis on impact of foreign exchange on budget; and
- Coordinate and liaise with internal and external auditors to meet project audit and interim and year-end audit objectives.

### **Requirements:**

- Degree in Accounting, ACCA, CIMA or equivalent;
- 3 years experience in Costing and Budgeting, 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 organization and analytical skills;
- Good budgeting and costing 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.