



The WorldFish Center, located on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 10 countries and engage in collaborative research with our partners in more than 50 countries. The Center is a non-profit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

## **PROJECT ACCOUNTANT**

(Los Baños, Philippines)

Working as part of the Corporate Services Division, the incumbent is expected to provide project budgeting and accounting functions from preparation of proposal budgets to controlling and monitoring of project accounts including accounts of collaborators and regional offices in the Philippines office.

### **Key responsibilities**

- Developing project proposal budget based on established guidelines and rates;
- Assisting in project management and administration by providing updates and analyzing project expenditures, forward-looking information, future budget expenditures and assisting in developing well-costing budgets to be incorporated in project proposals;
- Handling project and financial accounting functions from bookkeeping to controlling and monitoring of project accounts including general ledger, accounts payable, accounts receivable, journal vouchers, research fund, capital asset and handling accounts of collaborators and regional offices;
- Preparing monthly and periodic project related financial reports for management review and submission to donors as stipulated in the projects' agreements;
- Ensuring project accounting procedures and treatment are in compliance with financial requirements of contract, CGIAR Financial Guidelines and Manuals, International Accounting Standard and Center policies and guidelines;
- Responding to external and internal queries on disposal of capital assets upon project closure, returning excess funds to donor, where applicable, and proper archiving of project records;
- Responsible for timely and accurate preparation of periodic project financial reports for management review and submission to donors as stipulated in project contracts;
- Responsible for project cash advances and operating funds released to and liquidated by collaborating partners, workshop coordinators and regional offices such as:
  - a) verifying, recording, analyzing and monitoring project advances and operating funds and their liquidations;

- b) reconciling project subsidiary ledgers and records to control accounts and with relevant parties, where applicable; and
  - c) monitoring fixed assets acquisitions / movements.
- Responsible for maintaining and monitoring cash flow 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;
  - Responsible for reviewing, monitoring and reporting status of project spending to research and management for appropriate action to be taken;
  - Liaising with Project Leaders to ensure project accounts are correctly maintained and accounting procedures and treatments are in compliance with established guidelines and policies – CGIAR and Center;
  - Coordinating and liaising with internal and external auditors to meet project audit and interim and year-end audit objectives;
  - Preparing monthly payroll and bank reconciliations;
  - Responsible for petty cash in the Philippines office;
  - Responsible for reviewing, monitoring, timely issuance and extension of staff contracts and all staff benefits in accordance with Center's policies;
  - Coordinating with government agencies such as SSS, Pag-ibig, Philhealth and insurance companies with Headquarters and other institutions on accounting related transactions;
  - Assisting in proposal clearance, contract clearance i.e. donor, partner, consultancy and recruitment;
  - Providing support in budget coordination, QuickBook, fund request;
  - Reviewing liquidation and analyzing "Target Performance Report";
  - Updating project management system on collaborator's payment schedule;
  - Monitoring and maintaining monthly Full Time Equivalent table; and
  - Responsible for proper maintenance of files and their archiving.

### **Skills and abilities**

- Computer literate;
- Ability to deliver accurate and timely reports;
- Good project management, analytical skills, organization skills, contract interpretation skills, financial accounting skills;
- Team player and good interpersonal skills;

- Proficient in intermediate to advance level in MS Excel and MS Access would be an added advantage; and
- Proficient in English language both in written and verbal.

### **Qualifications and experience**

- Bachelor's degree in Accounting, ACCA, CIMA or equivalent;
- 3 years in Accounting or Auditing experience preferably in a multi-national firms and a member of MIA;
- Demonstrated record of inter-disciplinary, partnership building, and the desire to work in a collaborative environment; and
- Experience in using accounting system, QuickBooks and Microsoft Office would be an added advantage.

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 vita 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, via e-mail to [worldfish-hr@cgiar.org](mailto:worldfish-hr@cgiar.org), no later than **7 August 2009**. This position will be based at WorldFish country office in Los Baños, Philippines. Only short-listed candidates will be notified.