



The WorldFish Center, headquartered 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 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a nonprofit 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.

SENIOR ACCOUNTANT – GENERAL AND FINANCIAL

Key Responsibilities

- Ensuring that approved policies and guidelines and internal control measures are in place and duly observe and recommend new ones, where necessary, to streamline accounting procedures and treatment across the Center and to enhance quality of work and standards of performance;
- Supervising and controlling the financial accounting transactions processing and reporting for the following functions -
 - Disbursement Accounting
 - Receivable Accounting
 - Core Funds Accounting
 - Capital Asset Accounting
 - General Ledger Accounting
 - Financial Reporting
 - Cash Management
 - Taxation
- Supervising and preparing financial reports for internal and external parties in accordance with reporting requirements stipulated in the CGIAR Financial Guidelines, International Accounting Standards and Center policies and guidelines;
- Reviewing, analyzing and monitoring receipts and expenditures;
- Supervising and controlling the financial accounting databases to safeguard their integrity and ensuring full recording;
- Supervising and ensuring validity of all posted accounting documents (e.g. general journals, payment vouchers, petty cash vouchers etc);
- Coordinating and ensuring the Center's month end closing of financial reports are accurate and timely;
- Ensuring performance of monthly reconciliation of all general ledger accounts are accurate and complete;
- Performing monthly financial analysis for Center's revenue and expenses for management reporting;
- Coordinating Center's financial audits and liaising with external and internal auditors to meet interim and year-end audit objectives;

- Submitting timely audited financial report to core donors, CGIAR Secretariat and any other donors identified by Business Development and Communications Division;
- Preparing and submitting tax returns and refunds and ensuring timely collection;
- Supervising alternatives recommended for investments of idle funds to optimize returns on investments;
- Supervising, monitoring and controlling Center's cash flow including monitoring investments, receipts and disbursements, preparing cash position report and cash flow projections;
- Supervising the management of exchange rate in maximizing returns on FOREX holding;
- Providing accounting support and closure of accounting issues in Regional Offices; and
- Maintaining and archiving files.

Skills and Abilities

Essential

- Possess competency skills in the areas of financial management, organization, supervisory, financial accounting, analytical, contract interpretation;
- Ability to render sound and good advice;
- Ability to deliver accurate and timely reports;
- Computer literate
- Team player;
- Proficient in English language both in writing and orally;

Desired

- Proficiency in SAP System;
- Proficient in using Microsoft Office applications specifically in Excel and Access; and
- Shows good initiative.

Qualifications and Experiences

Essential

- Bachelor's degree in Accounting, ACCA, CIMA or equivalent;
- 5 years in Accounting or Auditing experience;

Desired

- Preferably in multi-national firms with at least 3 years in supervisory role;
- Preferably a member of MIA; and
- Demonstrate record of inter-disciplinary, partnership building, and the desire to work in a collaborative environment.

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 addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. You are required to submit your application (with indication on the subject line "**Application for the position of Senior Accountant – General and Financial**") to the Human Resources Strategy and Services Unit at worldfish-hr@cgjar.org. Initial screening of applications will begin on 1 September 2010 but position will remain open until filled. This is a national position based at WorldFish Headquarters in Penang, Malaysia. Only short-listed candidates will be notified.

WorldFish is committed to an Equal Employment Opportunity employer and strives for staff diversity in gender and nationality.