



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.

## **ACCOUNTANT – PROJECT ACCOUNTING**

### **Key Responsibilities**

- Developing project proposal budget based on established guidelines and rates;
- Handling project management from project initiation to project closure including, but not limited to
  - maintaining proper project records, files and master data;
  - responding to external and internal queries;
  - disposal of capital assets upon project closure, returning excess funds to donor, where applicable, and
  - proper archiving of project records.
- Handling project accounts through processing, accounting, recording, monitoring and analysis of project related transactions including the accounts of collaborators and regional offices;
- Handling timely and accurate preparation of periodic project financial reports for management review and submission to donors as stipulated in project contracts;
- Handling project cash advances and operating funds released to and liquidated by collaborating partners, workshop coordinators and regional offices such as:
  - verifying, recording, analyzing and monitoring project advances and operating funds and their liquidations;
  - reconciling project subsidiary ledgers and records to control accounts and with relevant parties, where applicable; and
  - monitoring fixed assets acquisitions / movements.
- 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;
- Reviewing, monitoring and report 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 with internal and external auditors to meet project audit and interim and year-end audit objectives; and
- Responsible for proper maintenance of files and their archiving.

## **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;
- 3 years in Accounting or Auditing experience;

### Desired

- Preferably in multi-national firms and 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 apply directly to JobStreet and 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. Initial screening of applications will begin on 22 October 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.*