

GF ACCOUNTANT

GF Project Management Unit

Job details

Job title: Global Fund Accountant

Management: GF Finance Manager

Duration of contract: TBA

Location: Vientiane

Job summary

The GF Accountant will be responsible for the providing detailed accounting duties as part of financial management services for the Global Fund grants to the Ministry of Health, including data entry into the computerised accounting system and generation of accounting reports. He/she will work as part of the PMU Finance team to ensure that grant financial resources are well managed and accounted for during the implementation of the planned activities according to the procedures and guidelines of the Global Fund and the internal procedures developed for the PMU. Under the guidance and direction of the GF Finance Manager, he/she will contribute to reviewing the accounting procedures and practices used by sub-recipients, and provide training and capacity development to finance staff of sub-recipients and implementing sites.

Key responsibilities

1. Participate in reporting through the preparation of accounting statements for the PR
 - Check and verify all financial supporting documents against the budget line,
 - Properly apply the chart of accounts and financial forms given in the Accounting Procedures and Financial Management Manual,
 - Check the report for accuracy and completeness prior to data entry.
 - Perform accounting records and book keeping for all PR financial transactions.
 - Enter data into the accounting software (ACCPAC). Generate project monthly trial balance, analysis and correct any posting errors,
 - Print out individual project financial reports stipulated in the manual,
 - Ensure the close of accounts at month end and prepare reconciliation statements and submit the updated account to the management,
 - Review and verify accuracy of journal, general ledger and trial balances produced by software,
 - Reconcile bank and cash reconciliation, outstanding advance statements and prepare financial statements.

2. Ensure the recording and filing of accounting tasks:
 - Verify the eligibility and accuracy of all payments,
 - Calculate monthly average exchange rate to be used for converting expenditures in Kip to USD and vice versa,
 - File financial and supporting documents in a safe place,
Produce various reports as assigned.
3. Participate in internal controls:
 - Participate in SR monitoring visits to provinces and districts, and provide support for financial and accounting training where required,
 - Prepare necessary documents for the purpose of making annual audits,
 - Highlight any departures from the accounting procedures and financial management manual of the project.
4. Facilitate efficient funds disbursement processes for release of funds to grant implementers.
 - Follow up the payment order approvals by Ministry of Health, Department of Finance directors and the Minister. Once signed, the payment order is to be copied and submitted to the National Treasury.
 - Monitor the approval of the payment order by the National Treasury and submit the approved document to the Bank of Laos.
 - Inform the SRs when funds are released to the bank accounts.
5. Perform other duties as requested by the GF Finance Manager

Academic and professional qualifications

A Degree or Advanced Certificate in Finance and/or Accounting, from a reputable university
Preferably also recognition by a relevant professional accounting body (eg CPA)

Experience and Competencies

1. Five (5) years' experience working as an Accountant or similar position responsible for accounting, budgeting, financial management and reporting.
2. Experience in using automated accounting systems
3. Preferably experience in setting up an automated accounting system
4. Preferably experience working with international donors or development agencies and government.
5. Proficiency in Microsoft Office software, in particular Excel.
6. Knowledge of the financial management requirements and policies of the Global Fund to Fight HIV, TB and Malaria will be as added advantage.
7. Proven capacity to work as part of a team and also independently within deadlines, being self-motivated and creative.