

Accountant (Open for Filipino Nationals only)

Organization: EdM Posted: 26 Feb 2020 Closing date: 15 Mar 2020

Title: ACCOUNTANT

Activity: REACH Project - ATE CO (Access to Energy, a program of Entrepreneurs du Monde)

Direct supervisor: Finance and Administration Manager

Duty Station: **Manila**

GENERAL FUNCTIONS:

- Oversee all financial operations and requirements for the REACH project**
- Responsible for the project finance flow, payment processing, etc. as per organizational policies and procedures**

SPECIFIC FUNCTIONS:

Accounting

- Ensure that the accounting system is kept up to date
- Accurately and timely process all financial transactions
- Encode analytical accountancy
- Help prepare and process the opening and closing of account
- Prepare invoices for payment
- Ensure that all financial documents are accurately supported, approved and coded, and that all cheque books, petty cash are maintained correctly
- Ensure all local finance activities correspond to EU protocol

Budget tracking

- Keep track and regularly update of the project budget
- Help prepare variance report with narratives
- Prepare monthly fund request for the project in consultation with the project team
- Track the fund request against utilization of funds over a period
- Maintain well organized physical and electronic archive of financial documentation

Financial reporting

- Help prepare regular reports for REACH project's lead organization
- Prepare internal report for manager

Audit process

- Support Finance and Admin Manager in ATE Co HO during annual audit
- Coordinate in case of periodic audit visits done by auditors to the project and provide them with necessary information, documentation, etc.

Regulatory compliances

- Ensure legal requirements are paid in time and the reports pertaining to them are submitted on time

Activity reporting

- Attend regular meeting and report on accomplishments to the Finance and Admin Manager in ATE Co HO
- Prepare assessment report and formulate work plans and schedules
- Coordinate as needed with REACH partner finance teams

Requirements:

- Accounting Degree; local accreditation preferred
- English written and spoken; Waray preferred
- Computer literacy (Word, Outlook, advanced skills in Excel)
- Strong integrity
- Attention to detail
- Excellent time management
- Flexibility
- Experience working for an international development nonprofit NGO preferred
- Experience in a large donor-funded project preferred (EU, USAID, etc.)

How to apply

1. Interested applicants are requested to submit their comprehensive resume and cover letter (in PDF format) at: **recruitment-philippines@entrepreneursdumonde.org**
2. Kindly indicate **Accountant - Surname** on the subject line of your email. Applications without specific position mentioned on the subject line will be disregarded.
3. Women are highly encouraged to apply for the position.