



*for a living planet®*

## **JOB DESCRIPTION**

**Position:** Program Accountant

**Reports to:** Forest program coordinator and TCO Financial Controller (Functional Reporting)

**Supervises:** Assistant Accountant

**Location:** Dar es Salaam

**Grade:** A3

### **I. Major functions:**

Under the directives of the Financial Controller, the Program Accountant's responsibilities will be as follows:

- Provide hands on support to the Finance team on all financial and operational issues to ensure effective management of the TCO Programs and projects.
- Oversee implementation of donor and WWF's operational policies, procedures standards and systems including budget management, financial reporting, audits.
- Support and coordinate development of program's operational, strategic and business plans and ensure effective implementation of the same
- Perform other functions as may be directed by the Financial Controller and TCO Head of Finance.

### **II. Major duties and responsibilities:**

#### **Program budgets management**

- Manage program expenditure by ensuring that all Forest Program activities are fully funded and expended appropriately.
- Liaise with project technical staff and the TCO Finance Controller on budgetary/cash flows and disbursements from the donor and to program.
- Coordinate regular Forest Program team financial reviews based on work plans and expenditures.
- Update and facilitate Forest Program technical staff's comprehension of the respective financial management issues.

#### **Financial management and accounting**

- Playing a leading role in preparation and ensure timely submission of all financial reports for Forest Programme for review and approval to Financial Controller and Head of Finance for further submission to donors and other partners as per respective contracts.
- Preparation and communication of financial reports to Forest Coordinator and TCO Finance Manager on monthly basis, highlighting key areas of concern and making thorough comparison of actuals against the approved workplan.
- Playing a leading role in preparation of all balance-sheet accounts' schedules by conducting first review of schedules submitted by other finance officers and ensure they are properly documented, filed and approved on monthly basis.
- Conducting thorough review of implementing partners financial reports and supporting documentations and ensure that the same is properly and timely recorded in the accounting system.
- Preparation and communication of aging report for implementing partners balances on monthly basis and close follow up to ensure there is no long outstanding balances
- Conduct first review of payments prepared by assistant accountant to ensure validity, accuracy, completeness and adherence to WWF policies and procedures.
- Playing a leading rule to ensure documents submitted to finance for payment are properly recorded in a payment register, thoroughly reviewed and processed for payment within 2 working days.
- Record and update supplier details in the accounting system to ensure at any point in time WWF has up-to-date information
- Timely recording of transactions in WWF inter-company sub-module to ensure balances with other WWF offices are correct, complete and up to date.
- Follow up on staff timesheets to ensure they are filled on time, properly authorized, correctly summarized and filed to ensure accurate allocation of staff costs to projects
- Ensure all procurements related to Forest Programmes are done in accordance to respective laws and standard procedures including the field accounting manual and donor requirements.
- Act as Oracle focal person for WWF TCO for issues related to Accounts payable sub-module.
- Issue, track and reconcile approved travel advances to forest program staff; review advance reconciliation and claims for completeness and accuracy.

#### **Program audits**

- Organize Program audits including preparation of documents for internal, external and donor audits.
- Liaise with internal and external auditors on audit related issues
- Facilitate auditors in performing on-site visits.
- Assist in providing management responses to audit reports and implement recommendations.

#### **General Responsibility:**

- Undertake any other official duties as assigned by the TCO Head of Finance and the WWF Country Director or his/her assignee as would be required.

### **III. Profile:**

- A University Degree in Accounting, Commerce, Business Administration or related field;
- Full accounting qualification i.e. CPA, ACCA or equivalent will be an added advantage;
- Knowledge on SWISS GAAP FER accounting framework will be a distinct advantage
- Experience in working within a busy environment and/or in auditing and assurance will be an added advantage
- Four to five years of working experience with financial/accounting systems in a major international organisation/NGO
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO but private sector experience will be equally considered;
- Good knowledge of fund accounting (including reporting requirements of major Bilateral Aid Agencies) and advanced excel skills;
- Hands-on knowledge of the major accounting package including Oracle would be a distinct advantage;
- Excellent English and knowledge of local languages.

## **VI. Working Relationships**

***Internal:*** Interacts and works closely and on a regular basis with the Head of Finance, Financial Controller, Forest Program staff and Tanzania Country Office staff.

***External:*** Interacts as required with other stakeholders, in collaboration with the Finance Manager as appropriate.

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.**