

Key Tasks and Key Qualification and Experience requirements:

- Diploma or degree in accounting, finance or economics, with minimum three years relevant experience
- Experience in financial and administrative operations
- Experience in accounting of donor funded projects will be an advantage
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical and English language skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage
- Experience with international agencies / organisations will be an advantage

Main Tasks (TOR)

- Assist in the efficient and effective processing and accounting for cash transfers to the Townships and to the Village Tracts
- Assist in the maintenance of the township accounts and records especially with regard to transactions incurred in Cash on occasions when requested by DRD management
- Assist the DRD Finance Unit in preparing day-to-day bank and petty cash payment vouchers with valid, eligible and appropriate supporting documents
- Assist in preparing Annual and Quarterly Disbursement Projections for Union Level and Townships
- Assist in reviewing Activity Based Budgets and the replenishment request from the DRD Townships and ensure the correctness
- Assist in recording / entering the payments and receipts (replenishment and others) into Bank and Cash Book and contract registers and Oversee and/or review the data entry of transactions into the computer accounting system
- Assist the Project Accountant on a regular basis
- Assist to reconcile the balance in the petty cash book with the cash-in-hand
- Assist the head of finance in reviewing the claims from suppliers and consultants to ensure appropriate supporting documents are submitted. Monitor disbursement receipts and payments to suppliers, consultants and others
- Monitor the advance register monthly and follow up with advance holders to ensure the advances are settled within 10 working days after the event. Provide advance status report to DRD Finance Director and project director on a monthly basis
- Assist in reviewing type work and translation of FM related documents
- Assist in preparing Summary Sheet, Statement of Expenditure, and the Withdrawal Applications. Assist in maintaining the security of the financial accounting system and accounting records of the project and assist during the external audits and the review of the World Bank
- Assist in carrying-out petty cash physical count at the close of business in the presence of the Project Accountant on the last working day of each month and prepare the cash

count sheet and state the reasons for differences between the book balance and physical balance, if there is any

- To assist in properly recording and controlling project assets

Assist the finance unit in any other tasks reasonably related to the above

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