

**JOB DESCRIPTION**  
**PROJECT ACCOUNTANT– REF PSKPA01**

|   |                       |
|---|-----------------------|
| <b>Job Objective:</b><br>The project accountant position is accountable for monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued and payments collected. |                       |
| <b>Job Title:</b>   | Project Accountant    |
| <b>Department:</b>  | Accounts              |
| <b>Reports to:</b>  | The National Director |

**Key Roles & Responsibilities**

- Follow up the budgets of the various projects/facilities of the organization
- Prepare and send to the Regional Office requests for transfer
- Follow up the cash flow of the various projects
- Ensure the accounts are kept in order in all the projects
- Carry out financial control and bookkeeping
- Make sure the assets (fixed assets, products and material) of the projects are well recorded
- Ensure the smooth running of the internal control system and propose improvement measures when necessary
- Prepare financial statements and reports required by the organization
- Analyze the internal and external audit reports, point out weaknesses and corrective measures proposed
- Coach and train staff on the finance field

**Job Attributes**

|                                |   |
|--------------------------------|---|
| <b>Qualification</b>           | Masters degree in Management, Finance or Accounting.  |
| <b>Minimum Experience</b>      | At least five (5) years of experience in Finance, Accounting of which two (2) years at a supervisory position |
| <b>Professional Membership</b> | Registered Membership of ACCA or other relevant professional association is required                          |

### **Competence Requirements**

Thorough knowledge in Accounting and Finance in the international organizations

Ability to write reports

Ability to work under pressure

Sense of initiative, available, high sense of honesty and integrity

Ability to work in teams

Good command of MS office (Word, Excel, PowerPoint).

Knowledge and experience of a software used in accounting preferably "Dynamics Navision" is a plus.

### **Job Dimensions**

- As above

### **Key Interfaces**

#### **Internal:**

- All members of the organisation
- All direct reports

#### **External:**

- As required