

Position Name (Title)	Project Accountant	Position Level:	8
Reporting to (Title) :	Finance and Admin Director	No. of Direct Reporters	NA
Version:		Sector /Department/Section:	Finance- EVAWG/ AMENA

Position Reporting Lines



Main Job Purpose

Grants/project Accountant is responsible of the financial management of EVAWG project's subawards with same level of complexity and processing of different types of requests for these grants/projects; s/he will support the finance operations and contribute to ensuring and maintaining a high level of finance control and compliance to CARE Egypt Foundation financial policies and procedures

Objectives

- Efficient financial management of all grants-Subawards.
- Accurate and timely reporting and monitoring of Project/s financial data.
- Timely receipt of donors' funds.
- Ensure the application of CARE policies and procedures, donor regulations, and internal control at project level.
- Timely and accurately processing of all financial transactions.
- Participate in Monthly and Yearly and Financial closure.

Accountabilities

1. In Coordination with the Shared service Centre, follow the needed steps to provide a set of codes for his/her assigned grants/projects used in the financial Software package to ensure accurate recording of transactions. As well upon receiving approved vouchers, prepare the payments checks/Letters of transfers and recording them into People soft financial system.
2. Review transactions, ensure supporting documents attached are accurate and complete and record accounting entries in the system in a timely manner.
3. Prepare and issue all applicable financial reports (donor reports& monitoring reports) ensuring timely submission to the concerned party after being reviewed and approved from grants manger and budget holders for his/her assigned grants /projects and keep a track on discussion points and make actions as per PMs requests during Monthly Monitoring meetings.
4. Monitor the collection of the donors' receivables & ensure timely receipts of cash advances from donors. In addition to record of transfers received from the donor in the system for his/her assigned grants /projects.
5. Being responsible of the financial management of sub grants (conduct financial assessment & issue recommendations, review financial clauses in sub grants agreements) for his/her assigned grants /projects and Review of Sub grant documentation package with new partners, making sure all the compliance requirements are met.
6. Responsible for keeping financial records (soft & Hard) files properly for project financial documents.
7. In Coordination with the Budget holder, prepare modifications to the budget.
8. Facilitate Audit visits (external & internal) including planning the audit schedule, preparing audit contract and clearing audit findings.
9. Participating in country office annual planning through support the Project managers in preparation of project annual budget based on their annual plan for his/her assigned grants /project.
10. Ongoing Field Monitoring Visits (in Cairo & other Governorates as assigned).
11. Responsible for conducting physical count on regular basis of Project's assets verses asset register to ensure safeguarding assets.
12. In charge of reviewing and settling outstanding advances and temp. custody as part of monthly closing procedure to ensure proper handling of financial management.
13. Review Time entry and follow up with staff members related to his/her assigned Grants/Projects.
14. Carry out any other duties and responsibilities as assigned by Finance and Admin Director.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none">• All Departments	<ul style="list-style-type: none">• Donors• Auditors• Partners• TAX consultancies• MOSS (ministry of Social Solidarity)

Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%

Outdoor: 30%

Working Hazard: Low

Working Days: 5 Working days

Days Off: 2 days

Working Hours: 8 Hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	From 1 to 25 Million EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks
CARE Skills	Level 3

Job Requirements

Education:	University Degree in Finance or Accounting
Experience:	3+ years of experience in an NGO is preferred.
Computer Skills	Proficient in Excel ,ERP experience is preferred
Languages:	<ul style="list-style-type: none"> English Arabic

Reports

Signatures

		Date
Employee		
Manager		
Human Resources		