Request for Expression of Interest
Accountant – Temporary Staff
Oceania Regional Office

ASSIGNMENT

The Temporary Accountant, Oceania Regional Office will be responsible for the following:

- Maintain proper filing of project specific file with updated documentation including agreements, budgets, reports, Internal Agreements, staff time sheets, correspondence with donor, implementing partners, contractors and other relevant documents;
- Review expenditure vouchers to ensure compliance with donor guidelines and IUCN policies and procedures;
- Ensure that reports from implementing partners, sub-contractors, consultants, grantees and others are received and reconciled in accordance with schedules in agreements; comply with donor and IUCN guidelines;
- Review and reconcile expenditure claims (and supporting vouchers) from hosting agencies, implementing partners, grantees and others and reconcile with advances made;
- Receive, review and prepare request funds transfers to implementing partners, grantees and others in accordance with agreements, budgets, expenditure reports and cash flow forecasts;
- Maintain lists for equipment purchased for the project, disseminate to project manager, partners, implementing agencies as required, and undertake occasional validation stock takes;
- Assist and perform reconciliation of project bank accounts, and project balance sheet accounts on a monthly basis and prepare adjusting entries as required;
- Prepare and disseminate project management reports to Project Manager/s on a monthly basis or as required and correspond with donors, implementing partners, sub-contractors, consultants, grantees and others in relation to financial and contract management issues;
- Assist in monitoring exchange rate fluctuations and advise the Project Manager/s on the impact on the project budget and activities;
- Update budget with actual expenditures each month, monitor expenditure trends and advise the Project Manager/s accordingly;
- Assist and undertake budget reviews and the preparation of the annual budget and work plan in consultation with the Project Manager/s;
- Assist in preparation of travel arrangements and other project related activities as required by the Project Manager/s;
- Assist and provide input into the preparation of all implementation agreements with partners, sub-contractors, consultants, grantees and others to ensure IUCN and donor guidelines on expenditures, reporting, assets, insurances and other matters are addressed;
- Maintain a timetable for all project agreements;
- Visit project sites, including those of hosting agencies and implementing partners, grantees and others to review expenditure records, contracts, timesheets and other support documents, conduct trainings in IUCN policies and procedures, donor guidelines, taxation and other compliance related matters;
- Arrange and manage internal and external audits of the project finances, including audits required of sub-contractors, grantees, in accordance with IUCN policies and procedures and donor requirements;
- Assist in providing training and guidance to grantee’s and IUCN staff in terms of IUCN policies and procedures and donor requirements where necessary;
- Carry out any other relevant task required by, and mutually agreed with, the line manager/s and or Regional Head of Finance & Administration, Oceania.
DURATION
This is a temporary assignment from 30 June, 2022 – 31 December, 2022

REQUIREMENTS
Desirable Qualifications and Experience

• University Degree in Accounting and Information System. A Post-graduate Diploma in Accounting would be a distinct advantage
• At least 2 – 3 years of experience in Project accounting with a proven track experience in project and budget management.
• Proficient in the use of ERP accounting software or any prominent accounting software.
• Willingness to maintain a balance between the operational demands and the strategic aspects of the post.
• Fluent in English (verbal/written) with excellent communication and presentation skills.
• Proficient in using office applications (MS

HOW TO APPLY
The Oceania Regional Office invites interested candidates to indicate their interest in providing their services by providing their CV with information demonstrating that they are qualified to perform these duties. Application must be sent to Jignasha.hansji@iucn.org by 5pm 27 May, 2022.

This position is open to Fiji Nationals only or candidates with the appropriate work visa/ permit.