



Project Accountant – MARSH

Vacancy #:	938
Unit:	USAID MARSH PMU PNG
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	USAID/MARSH Project office, Port Moresby, Papua New Guinea
Reporting to:	Regional Finance Officer
Work percentage:	100%
Grade:	P1
Expected start date:	01 February 2015
Type of contract:	Fixed-term (up to 24 months)
Closing date:	09 January 2015 (extended)

BACKGROUND

IUCN has not yet attained status with the PNG Government. This is currently in the process. For that purpose, the Chief of Party and relevant PNG personnel shall be deemed to have been recruited from the ORO office of IUCN until such time that sufficient status is attained.

IUCN is seeking a Project Accountant for the five-year USAID Mangrove Rehabilitation for Sustainably-Managed Healthy Forests (MARSH) project. The MARSH project is working with Government and civil society partners in Papua New Guinea to build the capacity of research institutions, local NGOs and communities to restore, manage and protect mangrove forests and mangrove resources. It has just begun its third year of implementation and the successful candidate will be working with a six-member Project Management Unit headed by the Chief of Party.

The primary purpose of establishing a Project Accountant position is to ensure that there is check and balance in the handling, accounting, reporting, and disbursing of funds in the PMU.

The implementation of the MARSH project will extend to Vanuatu and Solomon Islands in year 3 of the project.

The Project Accountant will support the Project Management Unit with all local financial activities required to successfully implement the MARSH project in PNG, SI, and Vanuatu.

JOB DESCRIPTION

Major Duties and Responsibilities include:

1. Preparing the finance manual for the PMU and ensuring implementation of finance & operational policies;
2. Setting up systems to ensure compliance with any PNG laws, regulations and taxes;
3. To monitor the financial requirement compliance of sub awardees with regards with USAID and IUCN policies and procedures and the sub-agreement. Verifying the accounting records of the sub awardees to ensure accurate financial reporting and compliance with donor requirements;
4. Analysing sub-awardee's project expenses with respect to approved budgets and work plans, and investigating project variances;
5. Assessing the fund request from sub-awardees and liaising with the Project Accountant in ORO for disbursement of funds;
6. Leading and coordinating training for project partners and sub-awardees on USAID policies, plans and guidelines;
7. Responsible for cash management of PMU office and monitoring disbursements of funds to sub awardees, partners and suppliers;
8. Ensure monthly reporting to IUCN ORO office – Sending an excel spreadsheet with relevant accounting data from PNG office to the Project Accountant in ORO for posting to the accounting system;
9. Prepare, update and distribute project asset list to the Chief of Party and Project Accountant in ORO;
10. Maintain accurate financial records and files in accordance with IUCN procedures for the PNG office;

11. Provide project's financial reports and budget forecast on request to support fund request;
12. Prepare bank reconciliation and petty cash reconciliation in a timely manner and forward the same to the Project Accountant for review;
13. Compiling information for internal and external audits.

REQUIREMENTS

- MINIMUM REQUIREMENTS:

Qualification:

Must have a Bachelor degree in Accounting / Finance or relevant discipline (a certified qualification and preferably, be a member of a recognised professional accounting institute.

Must have working knowledge of local laws, regulations, taxation, and other government compliance requirements.

Preferably have worked with a PNG field office of an international development organization/NGO or with any agency of the national government of PNG.

Must have audit or audit liaison experience.

- Additional Knowledge / Experience Essential:

- * Preferably have at least 5 years relevant experience in project accounting or in a similar accounting role with demonstrated experience in project and programme fund management, preferably in the Pacific region;

- * Proficient in Microsoft Office, spreadsheet applications and computerised accounting systems, with sound knowledge of Performance Based Output Budgeting systems;

- * Demonstrated financial advisory, operational and analytical skills including high level of organisational, problem-solving, administration and facilitation skills;

- * Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment;

- * Demonstrated experience in financial management and accounting, programme and project fund management including monitoring and evaluation and report writing;

- * Demonstrated knowledge of accepted and emerging financial and project management issues and challenges in the Pacific islands region.

Please Note: The above ToR contains the main responsibilities and duties of this position. However, in an ever evolving organisation such as IUCN, staff members are expected to show flexibility in their approach to work and be willing to undertake tasks that are reasonably allocated to them but which are not part of their regular ToR. When any task becomes a regular part of the staff member's responsibilities, the ToR should be changed in consultation between the manager, staff member and HR Unit. Any one of the three may initiate the consultation.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/938>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <https://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 16,000 experts. It is a leading provider of conservation data,

assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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