***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

|  |  |  |
| --- | --- | --- |
| **TITLE:**  Accountant\_Field | | |
| **TEAM/PROGRAMME:** Mozambique Country Office – Finance | **LOCATION:** Field | |
| **GRADE**: TBC | **CONTRACT LENGTH:Open Ended** | |
| **CHILD SAFEGUARDING: (select only one)**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:** Provide support to the field office through managing the payments to suppliers, staff advances and liquidation, petty cash management and budget control support to budget holders.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to: *MEGA LINK Finance Manager***  **Role Dimensions**: **:** Save the Children supports programs in most parts of the country with a current staff complement of approximately 350 staff and current annual expenditure of approximately $38 million. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Monthly Processes and Month end financial reporting**   * Prepare GLACOS files and forward to the MEGA LINK finance manager for upload of expenses * Review advances and accountabilities to and from staff to ensure the internal controls are upheld consistently * Weekly reconciliation of staff advance accounts * Review completeness of payment vouchers for their field location * Process and record all payments, ensuring accuracy and timeliness. * Verify and reconcile invoices and payment requests.   **Reconciliations:**   * Perform regular reconciliations of bank statements, accounts payable, and accounts receivable. * Investigate and resolve discrepancies in financial records. * Ensure all financial transactions are accurately recorded in the accounting system.   **Stores Management:**   * Oversee inventory management and control. * Conduct regular stock counts and reconcile with records. * Ensure proper documentation and storage of inventory items.   **Document Management:**   * Maintain an organized and up-to-date filing system for financial documents. * Ensure compliance with company policies and regulatory requirements. * Safeguard sensitive financial information.   **Petty Cash Management:**   * Manage the petty cash fund, including disbursements and replenishments. * Record and reconcile petty cash transactions. * Ensure proper documentation and approval for all petty cash expenses. | | |
| **BEHAVIOURS (Values in Practice**) (**Section should not consist of Competencies as this are the standard Values in practice)**  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity   **QUALIFICATIONS** | | |
| * A minimum of Bachelor’s Degree in Commerce accounting option or the equivalent. * At least a minimum of two working experience in the related field * Partial or full completion of ACCA or CPA and knowledge of GAAP * Strong analytical skills and strategic planning abilities. * Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team. * Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions. * Computer literacy and excellent documentation skills are a must. * Availability and willingness to work extra hours during times of humanitarian responses. * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures * Ability to intervene with crisis management or troubleshooting as necessary. * Highly developed interpersonal and communication skills including influencing, negotiation and coaching * Excellent time management and planning capacity | | |
| **EXPERIENCE AND SKILLS**  **Essential**  A background in Accounting and atleast a year’s experience as a practicing accountant**.**  **Desirable**  Audit experience a and knowledge of tax regulation is desirable. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |