

Plan International Liberia
Job Announcement (1 Position)

Staff-317-05-2019- Project Accountant

The vacancy is opened to Internal and External candidates.

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

We are currently seeking to recruit for Plan International Liberia program: -

Title: Project Accountant
Location: Monrovia Country Office, frequent travel to the counties
Status: National Post (Fixed Term)
Department: Finance
Grade: D1
Reports to: Country Accountant

Plan International Liberia and the UNFPA with funding from the EU Spotlight Initiative, will collaborate to support the government of Liberia in **Reducing the prevalence of sexual and gender-based violence, harmful practices and increase access to sexual reproductive health & rights for adolescents' women and marginalized population.** The Spotlight Initiative seeks to support the government of Liberia in achieving specific development outcomes relative to: strengthen SGBV/SRHR support and service delivery, increase mobilization and engagement to prevent and respond to VAWG, increase the platform for advocacy with key decision and policy makers through media engagement, strengthen access to basic services and care centers and increase community efforts and knowledge on the dangers and harmful practices against girls, children and women. These engagements will collaborate further with line ministries (MoJ, MOGCSP, MIA, MoE and MoH) to increase the responses to violence against women and girls.

The intervention location will be in 7 counties (Nimba, Bong, Lofa, Grand Bassa, Cape Mount, Montserrado, Margibi) and focusing on stop centers, refurbishing and activating services at safe homes, maternity waiting room, prison rehab/coping centers with upskilling skills programme, advocacy and media engagement/awareness and training of media professionals of reportage of SGBV. To ensure effective delivery and sustainability of the project, the project will work with community action groups to further strengthen the prevention and response mechanism to violence against women and children. To do this, the project will work to build the capacity of school health clubs, health workers. Plan International Liberia and UNFPA including the Government line ministries will undertake joint monitoring visits to ensure quality delivery of the project while documenting lessons learnt along the way for any potential adjustments in the project or for the future.

Plan International Liberia is focused to build positive social norms on sexuality; strengthen quality SRHR services that must meet the “Availability, Accessibility, Acceptability, and Quality” framework of the right to health and strengthen support for girls and young women most at risk.

Key results we want to see

1. **Children, adolescents and youth (CAY)** have the attitudes and skills to support their peers to make autonomous and healthy decisions around bodies, sexuality and relationships, challenge stigma, discrimination and harmful norms, and to access services.
2. **Parents, caregivers and other family members** understand their children’s SRHR, provide guidance and support for their children’s sexuality and SRH, enable their children to govern their bodies and support healthy choices regarding sexuality, and oppose harmful practices including CEFM and FGM/C.
3. **Communities and their leaders and CSOs** promote and support CAY’s SRHR and mobilize to change the beliefs, social and gender norms that drive harmful practices including CEFM, FGM/C, SGBV.
4. **Local and national government policymakers**, authorities and service providers establish, invest and implement legal frameworks, policies and programs that ensure access to CSE and adolescent/youth-friendly SRH services, and that prevent and respond to sexual violence, FGM/C and CEFM.

Dimensions of the Role

The Project Accountant is responsible for all the grants related financial support functions especially in the areas of business planning, accounting and treasury, financial reporting & analysis and Grants information systems. H/she ensures conformity with Grants reporting requirements and the stringent compliance to standards established by donors/National offices (Fund raising Offices) in agreement with Plan International Liberia for the implementation of Grants funded projects.

Typical Responsibilities - Key End Results of Position:

1. Business planning process

- Assist in the preparation of the annual grant budget, monitor the impact of operation plans upon existing grants, analyze and advise supervisor/Senior management concerning appropriate actions to be taken.
- Alongside the Project Manager (PM), reviews partners and Plan financial documents and checks to ensure compliance with the Funding Agreement Document (FAD) requirements/processes and ensures any deviations are dealt with appropriately.
- Reviews all grant funded Project Outlines (POs) and PO Modification on a quarterly basis alongside with the Project manager to complain to the quarterly KPI before Programme Quality Delivery Manager (PQDM) validation and Country Finance Manager (CFM) approval in order to ensure accuracy of expenses codes and budget

availability as per the Project Implementation plan approved with donor/National Office (NO).

- Assist program staff at the time of proposal budget preparation or review.
- Develop grants related cash flow forecasts for individual projects in close collaboration with National Offices.
- Alongside the Project Manager, reviews Grant budget entries and keeps records of budget modifications on file.
- Monitor actual grant expenditures against approved line items on a monthly basis; alert management to any irregularities and make recommendations concerning the re-negotiation or approved grant line items with donor/NO where appropriate.
- Assist in dissemination of grant related information to PUs and partners every month. FAD

2. ACCOUNTING AND TREASURY

Responsible to maintain grant & related financial transactions in SAP System and develop on monthly basis the smart list for analysis

- Attach every Grant PO account lines to FAD monthly report before closing the SAP System and work with the Grants team on grants related maintenance issues in the SAP system
- Monitor payment transactions to Related to the Grant as well as Partner advance and liquidation reports for project implementation in SAP System.
- Undertake other accounting functions such as preparation of quarterly, year-end reports, tax related Data, payroll, and filing of documents.
- Ensure compliance with local regulatory and tax legislation
- Provides assistance during audits for accurate, timely and organized audit activities.
- Attends to meetings seminars on grants and relevant information and active participation is given/made.

3. Financial reporting and analysis:

- Review accuracy of General Ledger in SAP system associated to all grants (Closed and active) and ensures consistency between grants and programmes
- Use of SAP BI Report and SAP Smart list to track monthly grants expenditure regularly and issues/problems identified are reported to CFM, PM and PQDM appropriate and on time.
- Reconciles Global Hub (GH) grant spent reports with Country reports and issues arising from this are reported/dealt with appropriately.
- Prepare monthly adjustments of the grant indicative funding alongside with the Project Manager on share point.
- Analyse and reconcile grant expenditures Vs budget accurately and on time.
- Prepare and submit donor financial reports on time as per the agreement with donors/s, in collaboration with the Grant team and respective Project Coordinators and Project Managers.
- Ensure that the PQDM, CFM, PM and Country Leadership Team (CLT) are kept informed about the status of all grants lines by preparing a monthly report on the status of the grant.
- Monitors counterpart spending (if applicable) regularly and finance and other records are consistent and problems are reported and resolved accordingly.

4. Manages Grants information systems

- Ensures grants information is encoded into the GL and SAP system accurately and as scheduled.
- Attaches Project Account lines to the grant number accurately and on a timely basis.
- Consolidates grant financial reports data and ensures they are properly stored and updated in the information SAP system.
- Reply to inquiries on grant-finance related issues promptly and correctly.
- Stores files and other information related to Grants in an organized manner and are retrieved easily.
- Ensure that Plan's Safeguarding Children and Young People's policy and related procedures are adhered to in all aspects of work.

Dealing with Problems:

- Ensure adherence to the country's grants financial and accounting requirements as per requirements of the donors, and other organizational policies and procedures (Operations Manual (OM) to support sound grants financial management within the organization
- Ability to analyze grant expenditure against budgets for unusual trends
- Ability to draft clear and precise report in responding to grants queries
- A good understanding of donor requirements, Plan financial systems and grants management system for efficiency and compliance
- Ability to work independently with minimal supervision
- Must have very good interpersonal relationship with colleagues and supervisors

Communications and Working Relationships:

Internal

- Program Staff – Medium
- Grants team members - High
- PQDM – High
- Country Finance Manager – High
- Country Accountant – High
- Business Analyst - High
- PIIAMs – High
- Admin Manager & Procurement Specialist
- External
- Partners - High
- NOs (Low)

High:

- High contact with the CFM, Grants Team, PQDM and PIIAMs for overall grants financial management and support, and any other as the CFM deem appropriate.
- Maintains high contact with other staff from the grants department as well as administrative one to offer support for compliance with donor finance and accounting procedures

Medium:

- Program staff for specific grants management issue
- Grants team on grants related maintenance issues in the GL/GTS system
- Partners for liquidation management issues

Low:

- Donors for GAD specific information as instructed by the Grants team or the CFM

Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

Knowledge

Qualification and Experience

- University degree in Accounting/Finance
- At least 3 years' experience in a similar role.
- Fair knowledge of project management
- Good experience and knowledge of accounting and grant funds management regulations and procedures;
- Good experience and knowledge on internal financial controls and procedures.
- Good experience in grant reporting requirements and knowledge of Plan's grant financial systems and procedures.

Skills

- Problem solving skills
- Good team player (ability to work in a team)
- Proficient in Microsoft applications especially excel
- Good communication skills both oral and written
- Ability to work under pressure and deliver to tight deadlines
- Ability to train field staff on grants financial management
- Self-starter and innovative

Behaviours

- Independent minded, objective and demonstrate a sense of integrity.
- Organized, methodic and meticulous
- Innovation and willingness to learn at a faster rate
- Remains calm and positive under pressure and in difficult situations
- Aware of impact on others and adjusting own behavior accordingly
- Tolerant of difference - cultural sensitivity in relation to its impact on HR
- Partner and PU reporting on time
- Monthly feedback on time
- Reporting to grantor on time.

Physical Environment and Demands:

The position holder will work in a typical office environment with his/her colleagues in same office environment

This position entails 20% traveling within the Program Unit for grant audits and other grant related activities.

Level of Contact with Children:

Low contact- the job responsibilities of this position does not require the post holder to have any one-to-one contact with children on a daily basis. There would be occasional contact with children and it is expected that children shall be protected at all times.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

Applications:

Last date for submission of Application (CV and cover letter) is: 6th June 2019 by 4:30 pm

Please click the link below and follow the instructions:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=35197&company=PlanInt&username=>

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**