

JOB DESCRIPTION

Job Title: Program Accountant
Responsible to: Finance Manager
Number of positions: 1
Work Station: Iganga

Job Summary

To provide timely, accurate and efficient accounting, budgeting and financial management support for allocated programmes in line with Amref Health Africa Finance Manual and donor grant agreement and support the management of sub awardees and to ensure effective utilization of project funds.

Duties and Responsibilities

- Prepare annual operational budgets for projects by determining funds available for budget, determining activities scheduled for the year and their cost and translating these to an operational budget in Amref Health Africa format
- Prepare budgets for new proposals
- Monitor budgets against performance.
- Supervise, allocate and delegate work to assistant programme accountants
- Review program performance and give support as necessary.
- Provide reports and review progress on a month by month basis of the performance of all allocated Cost Centres to improve performance and resolve issues
- Handle any emerging complaints and compliments from internal and external stakeholders and addressing them appropriately
- Ensure that all Purchase Requisitions are approved and processed without undue delay and they fall within budget limits and work plan
- Provide operational support to project managers on expenditure management to include:
 - a) Short-term action plans and expenditure scheduling
 - b) Processing, approvals and coding expenditure (claims, imprest, surrenders, field office returns and purchase requisitions) and internal recoveries following approved work plans and budgets
 - c) Regular review meetings with programme managers and project managers to resolve and discuss various financial and accounting issues and queries
 - d) Preparation of periodic budgetary control statements to determine the financial performance of the relevant Programme and individual projects within the programme
 - e) Provide financial technical support to project field teams and Country Offices as requested
- Preparation of donor financial statements and reports and call down requests as specified in the respective grant agreements and other internal financial reports
- Preparation of monthly progress reports to the management on project funding status and cash management
- Ensure reports are accurate and following donor requirements

- Participate as required in internal and external audits
- Setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.
- Coordinate the project's grants accounting, reporting, compliance and risk management.
- Review and finalize sub-recipients budgets, prepare contracts/agreements and follow up on compliance.
- Handle correspondences and matters regarding grant management in consultation with the Project Manager
- Receive and review periodic grants reports for all sub-recipients, liquidate the eligible costs and take relevant action on the expenses rendered ineligible.
- Provide feedback to all Sub recipients on grants performance
- Provide on-site mentorship to sub-recipients and capacity development to them to plan, implement, monitor and report on grants awarded
- Organize and facilitate training, workshops/seminars for the sub-recipients, to facilitate understanding of the grants process, implementation, reporting and accounting.
- Perform any other duties as assigned by supervisor.

Basic Qualifications, Training and Experience

- Degree in Accounting, Business, Finance or related field
- Full professional accounting qualification, CPA /ACCA
- 3 years of accounting experience in financial and project accounting preferably in an International the NGO environment
- Sub Award Management
- Experience in preparation and supervision of accounting ledger entries and extraction of the trial balance and financial statements.
- Experience in handling multi-currency transactions.
- Experience in using Microsoft Navision ERP is an added advantage.
- Good knowledge of using Excel and PowerPoint.