

URGENT

VACANCY ANNOUNCEMENT

World Vision is a Christian, relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We work through our main sectors – health and nutrition, water and sanitation, economic development and child protection – serving all people, regardless of religion, race, ethnicity or sexual orientation. Our work is always child-focused, participatory and community driven.

World Vision has been in Sri Lanka since 1977 and currently serves in 26 locations in 13 Districts across the country through long-term development programmes. In 2023 we directly impacted the lives of over 100,000 most vulnerable children and their families.

Accountant

Location: **Bibile (Monaragala District)**

Job Profile

This position is required to provide financial services to World Vision Lanka (WVL) Field Projects/ Programmes ensuring high quality, accuracy and consistent Financial support and support the financial procurements to achieve its optimal usage and the eventual reporting to WVL management and stakeholders. Ensure Payment process is smooth and day to day Financial Operational Procedures such as planning, implementation, monitoring, evaluation and Project closure and audit, etc. are conducted in timely manner and in line with WVL Policy and Procedure as well as Field Financial Manual (FFM).

Major Responsibilities

- Facilitate annual budgeting process and submission of annual budgets on a timely basis.
- Maintain budgetary records and details for audit checks.
- Train and/or upgrade knowledge and skills of the Area Programme (AP) staff on relevant WV accounting policies, procedures, methodologies and systems.
- Maintain high level of Internal Control with the AP and adhere/implement audit recommendation.
- Ensure financial reports are prepared with professional competence, and provide information to the Field Offices/WVL management and Local Government Authorities on a regular basis.
- Work closely with the Regional/ NO finance staff on reporting requirement.
- Carry out day-to-day finance activities at the Area Programme (AP) to ensure smooth functioning of the AP activities including cash management and purchasing.
- Assist to Zonal Sourcing team for managing procurement adherence with Participatory Strategic Sourcing Approach framework and Terms of Reference.

Required qualifications, experience & competencies

- Minimum of 5 years' accounting experience in a similar capacity.
- Part qualification from a recognized accounting body (CA Sri Lanka, CIMA) or a University degree in Finance.
- Ability to manage multiple tasks and demands.
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude.
- Proficiency with MS office suite and other software applications.
- Perform work with less supervision.
- Ability to read, write and speak in English and Sinhala.
- The position is based in Field location and requires ability and willingness to travel domestically up to 25% of the time and occasional overseas travel.

Email to: vacancies_wvlanka@wvi.org

(Please mention the designation on the subject and the *salary expectation on the email body*)

Closing Date: **10 September 2024**
Only shortlisted candidates will be notified.