

Finance Support for the JENESYS Soil Fertility Project

Reporting to the Project Manager

Role summary

Responsible for coordinating and administering the financial records, systems and processes for the project including the accounting, supplier selection, making & receiving payments, record keeping – digital and printed, reporting to the JOAM Board and to the Ministry, and all financial related issues.

Duties and Responsibilities

1. Manage project spend in accordance with the approved budget, monitoring expenses, posting transactions in the accounting software/MS Excel template, and bringing matters to the Project Manager for review
2. Preparing financial reports for the JOAM Board and the MOAFM, in accordance with reporting schedules and format agreed.
3. Ensure the accuracy of monthly payments to all project staff, in compliance with approved budget and contracts
4. Establish and maintain relationships with third parties/vendors/sub-contractors for all project activities
5. Develop, analyze and monitor budgets for all project activities, track obligations and expenditures against budgets, and report any variances to the Project Manager
6. Ensure the confidentiality of financial data
7. Establish and maintain effective working relationships with staff and regulatory institutions
8. Train project staff on financial policies, procedures, and practices as needed
9. Perform other duties and tasks as assigned by the Project Manager

Required Qualifications, Skills and Experiences

- Bachelor's Degree in Finance and Accounts, or ACCA Level 1 Qualification
- 3-5 years Accounting and financial management experience ideally in a Project setting
- Sound knowledge of generally accepted accounting, budgeting, and fiscal control practices
- Demonstrated experience and skills managing and monitoring yearly budgets in excess of J\$30M
- Efficient use of accounting software, spreadsheets and databases
- Ability to work independently and manage a high-volume workflow
- Excellent interpersonal and negotiation skills
- Experience in establishing and maintaining good working relationships with a wide variety of professionals and organizations, including NGO partners, and community-based organizations.

Other desired traits and competencies

- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders
- Strong report writing skills
- Competence in the MS Office Suite
- Ability to build relationships with colleagues and project partners while interacting virtually - WhatsApp and email as primary means of communication
- Mature, calm, professional demeanour
- Exceptional written and spoken communication skills
- Excellent time management skills
- Proactive trouble-shooter and collaborative problem solver

Work Environment

The project team will work remotely. There is no office. Must own and operate a reliable computer with licence for MS Office Suite.

Project activities will involve domestic travel across the island with the trainers. Must own and operate a reliable vehicle. Must be willing and available to travel islandwide.

Interactions with some project partners, subcontractors and service providers will be handled virtually via Zoom meetings, WhatsApp, telephone calls and email. Must be willing to use personal telephone number for project activities.

Time Commitment

This is a Part-time post. The project will require approximately 60 hours per month. The team may be required to work additional hours at various points during the project life cycle and so flexibility is required.

IDEAL Start Date

As soon as possible