FUNCTION:

Responsible for the preparation of and for supervising and processing monthly, quarterly and annual accounts; supervising the payroll control function and the Financial Services component in the CARDI Representations.

The Accountant is responsible for the operation of the Financial Management Information System and the development and implementation of financial and accounting systems to provide reports and records of CARDI’s assets, liabilities and transactions at Headquarters and Country Offices. The Incumbent is required to monitor the general adherence to standard financial practices within the Institute and advise on matters concerning taxes or liabilities affecting the Institute and to ensure that reports detailing income, expenses and other classifications are circulated on a timely basis.

Within the Headquarters’ Finance Unit the Accountant supervises staff in activities such as cash management, disbursements, wages and taxes and monitoring of fixed assets, accounting processes and reporting to ensure compliance with and maintenance of accounting records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

**Prepares** monthly, quarterly and annual accounts for Country and Headquarters Units and Departments.

**Maintain** records of employee’s accounts, including payroll data and records, travel statements and sundry balances to ensure compliance with the Institute’s regulations.
Approves cash vouchers, cheques and other financial documents in order for payment and further processing to be effected.

Administers the collating of financial data across the Country Representations and at Headquarters and prepares the consolidated balance sheets to reflect the Institute’s assets, liabilities and capital costs; income and expenditure and cash flow in reporting on the financial status of CARDI.

Oversees the preparation of staff payrolls in order to effect payments on schedule.

Prepares and certifies financial statements for presentation to the Board of Directors, Management and Country Representatives.

Reviews periodically the Institute’s accounting systems to ensure that the record-keeping systems, computerized and manual, are reliable, effective and up-to-date. Advises Management on discrepancies in the reconciliation of transactions.

Interprets accounting results and advises Managers and CARDI Representatives on financial matters pertaining to the functioning of each Work Programme and Project.

Oversees the preparation of the Institute’s Income and Expenditure Statements and Balance Sheets of the assets and liabilities for presentation to the External Auditors for the yearly audit.

Initiates processes to support and encourage appropriate staff and professional development within the context of the Institution’s organizational objectives.

Prepares status reports on Donor Agency funded Projects as outlined in the Contractual Agreements between CARDI and the respective Funding Agency.

Supervises and coordinates the activities of clerical Staff and Headquarters and in the Country Office.

Monitors Country Office expenditure and ensure the efficient use of financial resources. Analyses budget over-runs and under-runs on a monthly basis.

Liaseses with external agencies to expedite purchase of supplies and equipment and other work related matters and authorises the purchase of supplies and payment to suppliers.

Assigns tasks in Unit, prepares ‘Major Job Objectives’ and undertakes performance appraisal for Staff supervised: submits general reports related to work activities for guidance of supervised personnel.

Assists the Institute in resource mobilization, project planning and budgeting activities.

The above responsibility statements identify specific duties necessary to attain CARDI’s overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.
REPORTING RELATIONSHIPS : Reports to the Head of Finance

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Government and Business organisations, CARDI Regional Offices and Agencies associated with CARDI.

PERSONNEL SUPERVISED BY THIS POSITION:

Directly : Senior Accounting Assistant
           Junior Accounting Assistants

Indirectly : Administrative Assistants (Country Units)

EXPERIENCE : Professional experience requiring over five years in supervision of Accounts Department or operation of accounting systems, costing, preparation of financial statements and budgets

QUALIFICATIONS : ACCA or MSC. in Accounting or equivalent plus on-the-job Professional experience. Ability to lead and develop staff in a job requiring high level numerical and analytical abilities. Knowledge of computer systems essential.

Signature of Employee: ....................................................... Date: .........................

Signature of Manager/Supervisor: ........................................ Date: .........................