

IEA # 574



## TAAT Wheat value chain project- Project Accountant

**Reports to:** Project Coordinator for day-to-day activities, and to the Finance and Management Reporting Manager functionally

**Location:** Cairo, Egypt

**Advertisement date:** 03 July 2018

**Closing date:** 17 July 2018

### Main purpose of position

The position is required to take leadership in managing the project finance and donor reporting functions. The position is responsible for ensuring that the financial accounts and project reports comply with the policies and procedures of ICARDA and the donors.

### About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: [www.icarda.org](http://www.icarda.org)

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## Main responsibilities

- Establish a functional accounting and financial system;
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards;
- Produce regular reports on commitments and available funds per categories of expenditure;
- Prepare expenditures justification and disbursement and direct payment requests for Bank approvals;
- Keep regular communication with the project task manager and the disbursement officer in the Bank's Treasury Department to expedite the processing of special account replenishment and direct payments requests and provide any additional information;
- Report in a timely manner to the project manager and upon Bank's request on the financial status of the project;
- Establish tables of accounts, and assign entries to proper accounts;
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs;
- Develop, implement, update, and document recordkeeping and accounting systems, making use of current computer technology;
- Advise management about issues such as resource utilization, and the assumptions underlying budget forecasts;
- Provide internal auditing services for project in conformity with ICARDA internal audit procedures and the appraisal report, the grant protocol and the disbursement letter of the project;
- Assist and provide needed information by Bank supervision missions and external financial audit missions and work in collaboration with the project manager on the implementation of the audit recommendations;
- Contribute to the preparation of the annual work plan and budget particularly for the financial parts;
- Contribute to the preparation of the annual and quarterly reports particularly on the financial parts;
- Assist the project manager in ensuring compliance with Bank financial management rules and procedures and the guidelines rules contained in the administrative and financial management manual;
- Assist the project manager in the administrative management of the project team personnel.

## Education, qualifications and experience

### Essential qualifications and competencies

- University degree in Accounting with 7-10 years' experience in handling the accounting and financial matters of Research & Development projects or similar projects.
- Chartered Professional Accountant Certification (CPA)
- Excellent communication skills - ability to communicate with peers and management at all levels of the organization;
- Strong computer skills, with expertise Excel, a very good knowledge and experience on OCS as well as other business operating systems
- Strong organizational abilities and interpersonal skills;
- Strong client-service orientation.

### Desirable qualifications and competencies

- Good experience with projects funded by international donors.

## Terms of appointment, salary and benefits

This is a nationally recruited position. The successful candidate will be offered an initial contract of 3 years. Renewal of the contract is subject to satisfactory performance. The first year will be probationary period.

## How to apply

Please apply online at [www.icarda.org/iea/](http://www.icarda.org/iea/) by 17 July 2018.

**We are an equal opportunity employer and encourage applications from qualified women. Applications will be acknowledged, but only shortlisted candidates will be contacted.**