

JOB TITLE: Project Officer

DEPARTMENT: Finance and Administration

REPORTS TO: Senior Accountant

Purpose and Scope of role

The Project Officer is a key role to provide assistance and support to the Senior Accountant in managing the daily financial and accounting transactions relating to work-in progress (WIP) cost for SW capital works projects and UWSSSP.

Key Responsibilities

The key responsibilities of the position include:

1. MANAGEMENT OF FINANCE SECTION

Contributes and provide support to the Finance Department's efforts to manage and account for capital work projects work in progress and to produce consistently accurate data, timely information and reports by:

- Gathering and analysing data on work-in-progress capital works projects to ensure financial transactions and costs are recorded and accounted for in compliance with International Financial Reporting Standards (IFRSs), relevant National legislation and SIWA policy;
- Liaise with project managers to monitor and update status of projects.
- Assist in contributing ideas and implementing processes and procedures towards continuous improvements of the Finance Department.

2. FINANCIAL MANAGEMENT

The Project Officer must ensure that correct procedures and practices are followed according to SIWA internal control procedures and accounting standards.

- Assist in identifying and describing areas where problems and inefficiencies in procedures and practices exists;
- Assist in identifying situations and activities which indicate department performance deficiencies;
- Assist in providing advice and recommendations on methods and approaches to correct inefficiencies and implement improvements to financial systems, controls, processes and procedures.

3. FINANCIAL OPERATIONS

Responsible for the following areas and ensure all processes and documentation meet audit requirements:

- Review and reconcile the work-in-progress general ledgers by projects and follow up with Project Managers to update status.
- Liaise with Project Managers to ensure internal labour and materials used in capital projects are captured and assigned to projects and take up appropriate journal entries.
- Follow up with project managers for completion certificates for completed projects and ensure, by liaising with the Asset Management Coordinator, that asset acquisition forms are completed, verified and submit for capitalization
- Prepare necessary documentation and schedules for work-in-progress audit requirements and attain to audit queries.

- Assist Donor Project Accountant with In-kind Contributions, SIG Tax Exemptions and UWSSSP reconciliations.
- Filings of completed projects been Capitalised.
- Perform other duties assigned by superiors

Qualifications & Education

- Diploma in Finance (with 5 years work experience).
- Degree in Finance (with 3 years work experience).

Experience

- Minimum of three years experience in working as part of a finance team.
- Experiencing in using any accounting software package
- Proven experience in producing both financial and written reports.
- Proven experience in recording and keeping books of accounts.

Key Skills

SIWA Core Competencies

- Problem Solving – decision making
- Communication – oral and written
- Negotiation Skills
- Coordination and Facilitation
- Capacity Building
- Mentoring
- Time Management
- Customer Service
- OHS&W

Technical Skills

- Interpretation and analysis of financial information
- Ability to identify and correct errors
- Ability to work to deadlines
- High level of attention to details
- Data entry and backups
- Computer literate

Skills for moving forward

- Strategic Thinking
- Strategic Management
- Leadership
- Strategic Financial Planning and Management skills
- Flexibility for change
- Ongoing professional development.

Knowledge

The person applying for or holding the position should possess the following knowledge;

- Accepted reconciliation practices and specific knowledge of SIWA financial systems and processes.
- Relevant accounting standards, and policies relating to SIWA.

- International and government accounting requirements.
- SIWA Code of Conduct and principles relating to Occupational Health, Safety and Work environment.
- Internal procedure and manuals
- SIWA Terms and Conditions

Training

- Training could be provided in area such as;
- SIWA Induction Program
- SIWA Purchasing and Procurement policies and requirements
- SIWA Registry System
- Performance Indicators and Reporting Framework
- Ongoing relevant courses

Key Result Areas

- Management
- Financial Management
- Financial Operations