

act:onaid Job Description and Person Specification

Job Title:	Pooled Project Accountant-IHART		
Job Family:	Officer		
Directorate/Cluster:	People, Finance and Operations	Unit/Team:	Restricted Finance Team
Grade and Salary:	C	Contract Type:	Fixed Term – 1 Year
Location:	AA GS Hub or Country Office	Budget Holder:	No
Reports to: (incl matrix reporting)	GS Finance Manager Restricted Funding		
Direct Reports :	None		
Matrix Reports:	Relevant Project Managers where applicable		
DBS (CRB) / Police Check:	No		
This role require travel	10%		
Role Overview:	<p>The Project Accountant under the supervision of the Restricted Finance Manager will provide transactional, reconciliatory, and reporting support for Emergency Appeals, the Disaster Preparedness and Response Fund (DPRF), DANIDA, and other IHART-related restricted funds. Working under the direction of the GS Finance Manager – Restricted Funding, the post holder ensures accurate financial processing, maintains complete financial documentation, and prepares routine financial reports in line with organisational and donor requirements.</p> <p>The role focuses on financial data entry, coding, reconciliations, document management, and producing standard reports that support effective project delivery and compliance.</p>		
Areas of Responsibilities	Key Activities		
Strategic Impact and Contribution	<ul style="list-style-type: none"> Support the Restricted Finance Manager and other stakeholders in ensuring all operational and financial reporting for Emergency Appeals, DPRF, DANIDA SPA II, and other restricted funds as assigned by the Restricted Finance Manager is completed accurately and on time. Provide accurate financial data, reconciliations, and routine expenditure information to support decision-making by senior finance staff. Maintain up-to-date financial records to enable effective monitoring of for all project funds being managed including the IHART-related restricted funds. Ensure compliance with financial procedures, donor requirements, and internal controls. 		
System, Policies and Procedures and Product Management	<ul style="list-style-type: none"> Ensure all financial transactions are processed in accordance with GS Finance policies and procedures. Input approved budgets and revisions into the finance system. Maintain complete and compliant financial documentation aligned with organisational retention standards. Populate standard donor reporting templates and tracking tools with accurate system-generated data. 		

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Issue Resolutions, Crisis/Risk Management	<ul style="list-style-type: none"> Flag inconsistencies, incomplete documentation, or coding errors to the GS Finance Manager – Restricted Funding. Support the preparation of audit documentation and follow-up actions. Ensure adherence to internal controls and raise any procedural concerns promptly.
Communications, Influencing and Coordination	<ul style="list-style-type: none"> Provide accurate financial data and reconciliations for use in programme and oversight meetings when requested. Liaise with colleagues and partners to obtain required supporting documents. Respond to routine financial information requests from internal stakeholders.
People Management	<ul style="list-style-type: none"> No direct line management responsibilities. Provide basic financial guidance on documentation standards and coding requirements. Support capacity building only within the scope of an officer-level function.
Other delivery on strategic/ functional priorities (Directorate- specific - maximum 5 KPIs)	<ul style="list-style-type: none"> Timely and accurate processing of transactions. Complete, compliant, and well-organised financial documentation. Accurate data entry and reconciliations delivered to deadlines. Audit requests fulfilled promptly with correct documentation. High standard of financial support to programmes and senior finance staff.
PERSON SPECIFICATIONS	
Education and Qualifications	<ul style="list-style-type: none"> Certified Public Accountant (CPA) qualification. Bachelor's degree in a business-related field, such as Finance, Accounting, or a related discipline, with relevant experience. Postgraduate degree or MBA in Finance, Accounting, Business Administration, or a related field is desirable. Demonstrated commitment to continuous professional development.
Essential Experience	<ul style="list-style-type: none"> Minimum of two (2) years of relevant experience in project finance or accounting, preferably within an international NGO environment. Proven experience in: <ul style="list-style-type: none"> Project financial management and donor reporting. Financial reporting for appeals and emergency response initiatives. Project management reporting and value-added financial analysis to support decision-making. Working with DANIDA SPA II or similar donor-funded projects. Designing and implementing sound financial practices and controls, including transaction reviews and adjustments. Conducting balance sheet reconciliations and maintaining monthly checks and balances. Ability to manage multiple projects simultaneously without compromising accuracy or timeliness. Practical understanding of the international financial regulatory environment applicable to INGOs. Working knowledge of financial systems, particularly Microsoft Dynamics 365 (D365) and SUN, and familiarity with associated reporting tools. Proficient in Microsoft Excel and other Office applications. Demonstrated commitment to ActionAid's values, including feminist leadership principles of equity, inclusion, accountability, and the redistribution of power.
Essential Knowledge	<ul style="list-style-type: none"> Comprehensive understanding of financial management and compliance within complex INGO operations.

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	<ul style="list-style-type: none"> Strong awareness of donor financial frameworks, compliance standards, and audit requirements. In-depth understanding of organizational financial infrastructure, systems, and reporting structures in a global context. Experience mentoring and empowering non-finance colleagues to engage confidently with financial systems and processes. Knowledge of best practices in internal controls, financial accountability, and continuous process improvement. Awareness of gender-responsive and inclusive approaches in financial decision-making and leadership. 	
Essential Skills	<ul style="list-style-type: none"> Strong analytical, problem-solving, and financial reporting abilities. Exceptional attention to detail, accuracy, and consistency in financial management. Ability to work independently while fostering collaboration and trust within cross-functional, multicultural teams. Effective communication, facilitation, and influencing skills, underpinned by respect and empathy. Strong organizational and time management skills to meet tight deadlines and manage multiple priorities. Ability to apply feminist leadership principles—promoting equity, transparency, self-reflection, and shared decision-making in day-to-day work. Commitment to modelling ActionAid's values of mutual respect, integrity, solidarity, and courage of conviction in all professional interactions. 	
Language Requirements	<ul style="list-style-type: none"> Fluency in English (spoken and written) is essential. Knowledge of an additional language used within ActionAid's contexts will be considered a strong advantage. 	
People Management Responsibility		
Approximate number of people managed in total	NIL	
1- Team members	Individual contributor, no direct responsibility for leading others.	Yes
1.5	Act as mentor in a team and /or coordinating a team	No
2- Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	No
2.5	Responsible for one team with its own and has another team reporting directly	No
3- Team managers:	Directs more than one team The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	No

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

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- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility