



JOB TITLE: PROJECT ACCOUNT OFFICER (NoCTRAiN PROJECT)
JOB LOCATION: EVANGEL VESICO VAGINAL FISTULA CENTER,
BINGHAM UNIVERSITY TEACHING HOSPITAL JOS,
PLATEAU STATE (TO WORK IN PLATEAU, NASSARAWA AND
BENUE STATES)
REPORTING LINE: PROJECT DIRECTOR
FUNCTIONAL: NOCTRAIN ACCOUNT OFFICER, CBM COUNTRY OFFICE

Position summary

The Project Account Officer will assist the Project Director in coordinating all aspects of accounting and auditing services within the project.

The applicant should have the following qualifications:

- A) HND in Accountancy, or Bachelor's Degree in Accountancy (Master's Degree will be an added advantage)
- B) At least 3 years experience in managing project account in a not for profit setting.
- C) Experience in project budgeting planning (minimum 3 years)
- D) Experience computer software accounting

JOB PURPOSE:

Management and Administration of CBM/ECWA Project finance and account

PRINCIPAL RESPONSIBILITIES:

Monitoring and Management of administration of CBM-ECWA project finances and Account.

Ensuring proper accountability of funds disbursed to ECWA and projects accounts.

Preparing of accounts and financial reports and statement for CBM-ECWA according to approved budget and agreed guidelines.

Support auditing of CBM projects accounts in ECWA

MAIN TASK:

Monitoring/Management Task:

1. Support in overseeing the day-to-day administration of CBM-ECWA finances in ECWA.
2. Monitoring the management of CBM-ECWafund & assets.

3. Maintaining all accounting procedure; bookkeeping, daily entries of all accounting transactions for CBM-ECWA in QuickBooks.
4. Communicating with CBM Program teams and Government authorities and general public on financial matters.
5. Reporting and advising the Program Coordinator on all matters relating to CBM Project Finances.
6. Periodically monitoring, and evaluating the management of financial resources in assisted programs.

Proper accountability/Audit Task:

1. Ensuring of adequate, regular, and timely funding of assisted programs
2. Disbursing fund in accordance with approved budget
3. Reviewing of support document and ensuring its reliability and adequacy
4. Support the audit team to ensure seamless audit of projects accounts.
5. Ensuring that reports are submitted timely and regularly.
6. Provide orientation and training to the organization staff on financial compliance and cost effective management.
7. Ensure compliance with financial and procurement policies on all procurements and purchases for the projects and for the organization

Reporting Task:

1. Ensure that all financial reporting is completed on time and submitted to donors as agreed with the donor.
2. Prepare and submit to the management budget monitoring reports periodically

Budgeting Task:

1. Participating in Budget preparation
2. Preparing budget forecast timely.

Banking Task:

1. Liaising with banks concerning all banking issues.
2. Preparing of Cheque payment.
3. Obtaining and verifying Bank statements of the Office's account on monthly basis.

Salary/Tax Payment Task:

1. Preparing salaries payroll, vouchers and effecting payment of project salaries.
2. Remitting of staff pension and PAYEE
3. Arranging and collecting of staff tax clearance certificate each year

Method of Application:

Interested applicants should forward their one-page cover letter clearly providing evidence of competencies required for the job, and CV, copies of diplomas, three professional references and salary expectations to sunday.lengmang@gmail.com.

Deadline for all application is 25th May 2020. The title of the position for example- **Project Account Officer (NoCTRAIN)** be indicated in the subject line of your e-mail.

All applications must be addressed to:

The Project Director,

**ECWA NoCTRAiN Project,
ECWA Evangel Vesico Vaginal Fistula Centre,
Jos,
Plateau State**

Please note that only shortlisted candidates will be contacted.

ECWA is an equal opportunity employer offering employment without regard to tribe, colour, religion, gender, age, citizenship, or disability status whether physical, sensory or mental disability. ECWA is fully committed to child and vulnerable adult safeguarding aimed at preventing children and vulnerable adults from all forms of abuse. Women are strongly encouraged to apply.

