

## Accounts Assistant

**Locations:** Bogawanthalawa, Sri Lanka

**Time type:** Full time:

**End Date:** October 22, 2024

**Job requisition id:** JR36788

With over 70 years of experience, our focus is on helping the most vulnerable children overcome poverty and experience fullness of life. We help children of all backgrounds, even in the most dangerous places, inspired by our Christian faith.

Come join our 34,000+ staff working in nearly 100 countries and share the joy of transforming vulnerable children's life stories!

### Key Responsibilities:

#### Job Profile

This position is required to provide financial services to World Vision Lanka (WVL) Field Projects ensuring high quality, accuracy and consistent Financial support and support the financial procurements to achieve its optimal usage and the eventual reporting to WVL management and stakeholders. Ensure Payment process is smooth and day to day Financial Operational Procedures such as planning, implementation, monitoring, evaluation and Project closure and audit, etc. are conducted in timely manner and in line with WVL Policy and Procedure as well as Field Financial Manual (FFM).

#### Major Responsibilities

- Assist Area Programme (AP) Manager and AP/Cluster Accountant to carryout day to day finance activities to ensure smooth functioning of AP operations.
- Ensure arithmetic accuracy & completeness of Transaction process in APs.
- Assist requestors to Check the accuracy of the invoice, purchase order, advances & Goods Received Note (GRN)s process.
- Proper documentation and filing (Including asset administration at the projects).
- Ensure financial reports are prepared and presented as guided by AP/Cluster /Regional Accountant and provide information to the AP team as required.
- Ensure fundamental Finance policies and procedures are in place as per the instruction given by supervisor.

#### Required qualifications, experience & competencies

- Minimum of one (1) year accounting experience in similar capacity.
- Completed Advance Level in Accounting subjects or Finance qualification from recognized institution. Professional body E.g. AAT.
- Ability to manage multiple tasks and demands.
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude.
- Proficiency with MS office suite and other software applications.
- Ability to read, write and speak in English and Tamil or Sinhala.
- The position is based in Field location and requires ability and willingness to travel domestically up to 25% of the time and occasional overseas travel

### Applicant Types Accepted:

Local Applicants Only