

## **Accountant**

The Accountant will be based at the Project Implementation Unit. Under the guidance and supervision of the Financial Manager, he/she will be in charge of the following duties:

- To run the day-to-day financial records of the Project
- Organise the necessary documentation for the procurement and acquisition of Project equipment
- Participate to the production of annual and quarterly Project workplans and produce related budgets
- Collaborate with the Financial Manager in the production of timely and detailed financial reports to be submitted to the UNDP Country Office
- Assist the Financial Assistance at Field Offices in organizing a transparent and efficient financial system, as required
- Analyses workplans and related budget produced by the Field offices and organise the transfer of funds, according to the instructions received by the Financial Manager
- Receive and control the financial reports from the Field offices and organise the data for the production of consolidated reports
- Collaborate in the production and updating of the inventory of equipment and furniture acquired with Project funds, including goods in use outside the Project premises. Make sure that the inventory is consistent with the related financial documents
- Look after the regular maintenance and repair of Project equipment
- Any relevant duties as determined by supervisor

## **Qualifications required**

- Diploma in Accountancy obtained from a recognised institution
- A minimum of 10 years of experience as an Accountant
- Ability to work in team and under pressure
- Ability to communicate in Portuguese and English
- Proficiency in computer programmes conceived for financial administration (spreadsheets, database)
- Previous experience with UN/UNDP is an asset.