



JOB DESCRIPTION

A. Administrative details

Department:	Local NGO Finance Department
Position title:	Project Accountant
Wage scale:	5A
Location/Dept:	Full-time staff, Based at ADRA Local NGO Office
Reports to:	Finance Officer

PURPOSE OF POSITION

The Accountant is a full-time position, based in Ulaanbaatar, responsible for recording transactions, compiling, and analyzing data, preparing for audits, computing the organization's taxes, and acquiring goods and services for the project.

ADRA MISSION STATEMENT

ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible actions.

B. Main duties

- Post vouchers to project book daily.
- Assist in clearing project activity-related advances by employees.
- Make monthly reconciliations with suppliers.
- Send out financial statements, reports, budgets, projections to project manager for project implementation and monitoring purposes.
- Prepare necessary tax reports for prompt submission monthly.
- Maintain a filing system for all financial documents.
- Negotiate and make purchase contracts with suppliers
- Paying consultant and subcontractor fees.
- Make inventory checking twice a year
- Handle petty cash
- Perform a variety of other duties as required.

C. Skills and qualifications:

- At least a bachelor's degree in areas of Accounting and Economics
- Strong verbal and written communication skills (both in Mongolian and English)

- English proficiency in written and spoken are required.
- Positive attitude and team player spirit
- Problem-solving skills
- Analytical skills
- Computer skills
- Full compliance with ADRA's values, principles and work standards

Due to responsible right organizations policy and other related rules. As below:

- Conflict and interest statement;
- Children protection policy;
- Computer code of conduct;
- Personnel Policy;
- Compliance with ADRA's principles and standards;
- Due to responsible with Mongolian acts and legislation such as Labor law;

E. Qualifications: education/knowledge/technical skills

Education level	<ul style="list-style-type: none"> • Bachelor degree in Accounting;
Required work experience	<ul style="list-style-type: none"> • Proven experience in preparing Mongolian tax reports and financial reports. Work experience in developing and monitoring procurement policy and procedures.
Specific skills	<ul style="list-style-type: none"> • Fluency in written and spoken English required; • Demonstrable ability to organize and prioritize workload; • Excellent strategic, analytical, problem-solving and systems thinking skills with capacity to see the big picture and ability to make sound judgment and decisions • Proven skills in mentoring and developing the skills of others; • Able to travel in the field as needed;
General skills	<ul style="list-style-type: none"> • Strong communication and interpersonal skills; • Computer skills in MS office as Excel, Word, PowerPoint, computer literacy; • Strong capacity in sharing information and keeping always concerned people informed; • Problem-solving skills; • Practicing continuous innovation and creativity; • Good community mobilization skills;
Physical abilities	Healthy mental and physical condition
Work condition	Normal
Work environment	<ul style="list-style-type: none"> • Able to travel to the field frequently;

C. Job performance evaluation and control

Due to the project's key performance indicators	<ul style="list-style-type: none"> • Project activities are on schedule and consistent with a project proposal and donor guidelines • Project outcomes are demonstrating good development practice • Project staff feel valued and are performing well, • Financial expenditure is appropriate and within budget • Project execution met on time with and successfully.
Direct supervised by	Finance Officer

D. Key relationships and Authority

1. Ensure timely preparation and submission of required reports as required by the stakeholders and donor organizations
2. Perform a variety of other related duties as required and delegated by the Project Manager
3. Report directly to the Finance Officer and Project Manager

E. Confirmation

This job description has been approved by ADCOM, ADRA Local NGO	
Consented	
Project Accountant /...../ /Signature / /Date/.....	