

JOB DESCRIPTION

Job Title:	Project Accountant
Location:	Chiang Mai, Thailand
Department:	Business Support Team
Grade:	UK Grade D or equivalent according to location / type of contract

HelpAge and Strategy 2030 – delivering real impact for older people

HelpAge International works with partners and a diverse global network of more than 150 organizations across 85 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By working together we aim to help inspire a movement for change and through ensuring all our work promotes older people's wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

Since the launch of our strategy in January 2020, the world has changed in profound ways. We are still experiencing the impacts and consequences. Recognizing and anticipating these important and fundamental shifts, HelpAge International is evolving and transforming itself to be relevant, impactful and viable. As a result we are reconfiguring our organizational design and resources in the following ways:

- Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally.
- We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work - humanitarian

and long-term development. Going forward, our value is framed around supporting, convening and thought leadership.

- A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

How you can make a difference

At HelpAge International, we offer a unique and exceptional career experience to bring positive and lasting change in the lives of older persons. As countries prepare for and adapt to population ageing, you can make a difference at a critical juncture to how societies, economies and institutions adapt to this change. Guided by our commitment to our values of impact, learning, partnership, and inclusion (see [values](#)), you will work with talent like yourself and partner with other agents for change to bring systemic change and impact at scale. By acting as a supporter, convener and thought leader, together, we can make an impact that matters for older persons and their communities. HelpAge International offers you an inclusive, collaborative workplace and innovative environment.

This is a critical time for HelpAge International as we seek to transform the ways the organization works and brings value. We are looking for exceptional individuals who will explore new opportunities to create value, to find new avenues, unique ways and novel partnership and collaborations to reach our shared goals. We are looking for talent which thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries. We are seeking individuals, with an entrepreneurial mindset, who can work across diverse areas of our work, who can leverage both their unique expertise and deploy a wider range of experiences and competencies.

What you will do

Department info

The role of the Business Partner Services Department is to -

- Establish and provide an efficient (internal) client-focused service that allows HelpAge's teams and partners to deliver on the 2030 strategy.
- Provide professional business support services to portfolios, projects, and teams across the organisation.

The Department includes finance, human resources, operations and internal audit functions.

Team info

The Finance team has the following remit: -

- Develop and continuously improve on providing a secure and compliant financial service that can respond to both traditional and non-traditional programmatic opportunities.
- Support the Business Development & Transformation team with the development of income-generating models and initiatives. In addition, continuously ensure the financial safety and security of HelpAge's assets.
- Support the partner-led programming approach through continued development of systems with the Global Impact and Business Development and Transformation teams to operationalise an effective partnership approach.
- Provide the oversight of risk management, and audit of HelpAge and partners work to the Directors and the board to meet legal and best practice requirements.
- In collaboration with other departments, the development of global operations protocols, facilitating the rollout, implementation and monitoring of these at the various levels that we would be engaging in at any given time.

Key areas for impact/influence and responsibilities

These outline the broad areas of responsibility in the role, but in collaboration with your colleagues you will be able to shape and design specific activities that are relevant at any point in time. We want you to work creatively to deliver impact and respond to relevant opportunities.

With your colleagues you will develop your team workplan to drive initiatives, develop ideas, as well ensure there is space for cross organisational working and short-term tasks. From this you will devise your individual workplan that will form the basis of your day to day activities and your performance reviews.

As Project Accountant, you will perform the following key responsibilities:

1. Financial Management

- Prepare and/review Project annual budget process to be consistent and in compliance with HelpAge and donor requirements.
- Ensure that thorough and effective budgetary control is undertaken highlighting key variances to the project holders, reasons for these, and any remedial action that is required to project holders

- Keep close work contacts with Project Managers and provide assistance in preparation of interim and final donor reports
- Prepare Monthly monitoring project reports
- Review financial report from partner and prepare journal adjustment for Global Emergency funds.
- Review payment vouchers to ensure all document meet the requirement for external audit
- Participate in project external audits ensuring that recommendations are reviewed and actioned in a timely manner
- Ensure Chiangmai financial reports are well prepared to meet local financial reporting requirements
- Prepare financial reports to Ministry of Labor
- Prepare a monthly payroll for all staff
- Assist in the year-end procedure, ensuring that all financial returns are completed accurately and to the required timescale

2. Cash management

- Responsible for the cashiering function, ensuring the all banking is undertaken promptly and bank records are up-to-date and accurate
- Monitor Chiangmai office cash flow requests and submit to HQ to process cash transfers.
- Maintain the accounts for all payments made in the Chiang Mai office, make payments, and liaise with staff and suppliers as necessary
- Produce monthly accounts and cash and bank reconciliations (including journals), ensuring the correctness of coding and posting to accounting system.
- Process the payment related to projects and oversee payment for Myanmar Country office

3. Others

- Support Administration Assistant in providing financial information as required to report to the Ministry of Labour
- Support Transformation department and Asia Representative on annual budget as well as review/verification of payments
- Review/verify the travel expenses (equal card, reimbursement) for staff as guided.
- Monthly monitoring for Transformation and Asia Representative
- New assignment of new project funding from Age International of Global Emergency Fund under Humanitarian portfolio. This funding was approved on 18 Aug 22 for 2 years implementation.
- Support with Global year end work and Annual Audit.
- Support with float code reconciliation

Let's talk about you

You will be someone with:

- A part or full qualification with one of the major accounting bodies
- Strong hands-on experience in working with implementing partners in complex settings.
- Experience in developing budget proposals, managing donor contracts, preparing and reviewing donor financial reports, coordinating project and partners audits.
- Experience of working and supporting non-finance staff and managers in reviewing financial information.
- Ability to work at strategic level in terms of funding, identifying gaps and risks and providing appropriate solutions.
- Good mastery of the English language.

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work you do together
- Adapt to new directions or opportunities arising within the organization and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioral and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. Therefore you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.