

Project Accountant

Location	Bogotá, Colombia. Applicants must possess the right to work in Colombia
Department	Global Impact, Inclusive Humanitarian Action
Reports to (Line Manager)	Finance Business Partner
Grade	UK Grade C or equivalent according to location / type of contract
Contract Type	Full-Time, fixed term contract until 31 st December 2025 Renewable subject to funding & performance

About HelpAge

HelpAge International works with partners and a diverse global network of more than 199 organisations in 98 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 ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the 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.

About the Portfolio / Department

The Global Impact Department contributes to the 2030 Strategy as follows –

- To achieve positive impact on well-being, dignity and the voice of older people by inspiring a movement for change, through implementing the strategic approach of support, convene and thought leadership.
- Leading, advocating and partnering on initiatives that support and transform systems, challenge attitudes and social norms, and influence laws, policies and practice at national, regional and global level.

About the Job

The project Accountant will manage the accounting of the Colombia-based HelpAge Latin America and Caribbean (LAC) Humanitarian Team (HUT) team, in such a way that the accounting information, is always up-to-date, clear, and organized. The accounting practices must demonstrate the transparency of our economic activities and aid in making financial decisions. The Project Accountant will carry out the execution, monitoring, and control of HelpAge programs in Colombia, including all processes, procedures, and accountability by international standards, HelpAge processes, and Colombian regulations. The Project Accountant will work with the Finance Business Partner and partner organization accounting teams as needed.

Key areas for impact/influence and responsibilities

- Keep cash and bank books for the general account and project accounts up to date.
- Reconcile the bank accounts of the LAC team on a monthly basis.
- Review the accounting information sent from team members in relation to the coverage plan, accounts, third parties, budget availability, and descriptions.
- Import all the bookkeeping and bank information into SUN System.
- Ensure all monthly closure tasks are done in SUN System.
- Based on SUN System data, prepare Colombian accounting on a monthly basis.
- Ensure that finance transactions align with the local fiscal regulations.
- Ensure that the filing and accounting documentation are always complete and organized according to each project.
- Support on partner audit as well as project audit when required.
- Flag and report any anomalies related to the bank accounts that may be appear to be fraudulent.
- Provide Humanitarian portfolio global team with support in preparing proposals, budgets, purchases, staff costs, etc.

- Support to review the monthly financial reports of the partner grants including the supporting documents, provide feedback to the partners, and forward to Finance Business Partner and budget holder in a timely manner for further processing.
- Support to prepare and post accounts for partner grant reports in HelpAge accounting system.
- Review payment requests from the partners and forward to Finance Business Partner for further processing. Ensure correct budget coding and adequate information is provided to support the payment.
- Review payment requests from suppliers, consultants and others, and forward for further processing. Ensure correct budget coding and adequate information is provided to support the payment.
- Support in preparing Detailed Budget Sheet (DBS). Support to create the budget codes and to map the budget codes in the system.
- Review staff travel expenses (including Equals reconciliation) for Humanitarian portfolio staff members, ensuring all expenses include the necessary supporting documentation, and are properly coded and authorized.
- Support with completion of the time sheets for Humanitarian portfolio staff members.
- Provide administrative support to the Humanitarian finance team, including filing, scanning etc. of the documents. Maintain the financial filing system in an organized, complete and efficient manner.
- Conduct onsite visits to partner offices and field locations for financial monitoring as and when required, provide guidance to the partners on donor and HelpAge financial policies.
- Support in the preparation of donor financial reports, organise supporting documents / vouchers for donor financial reports
- Perform those tasks inherent to the position that are requested according to the context and needs.

Skills and experience required

- University studies in the accounting field. Graduate studies in Finance field desired.
- Demonstrated experience of at least five years in accounting management in public or private sector companies or organizations
- Experience in international cooperation or projects with international donors
- Experience in working with implementing partners
- Experience in accounting software applications. B2 level desired.
- Knowledge of Colombian tax legislation and accounting
- Fluency in Spanish and English language, both written and spoken

- Ability to maintain confidentiality and handle sensitive financial information with discretion.
- Strong skills in Ms office Suite.
- Ability to work autonomously planning and organising own work with minimum supervision
- Proactive attitude
- Strong Teamwork skills
- Communication skills, tact, and diplomacy
- Sensitivity and passion for humanitarian cause
- Ability to travel to field offices

Key Behavioural Competencies

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:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural 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	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	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 marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

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. The post holder 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.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.