



Position: Grant Accountant

Name of Organization: OXYGen Foundation for Protection of Youth and Women Rights

OxYGen is an independent advocacy and development foundation driven by its vision of an Armenia free of poverty and suffering, in which women and men can exercise their rights and influence decisions that impact on their lives.

Through its projects, OxYGen brings positive change to the lives of poor people, inspiring women and youth as change agents, and strives to achieve sustainable impact in democratization and development of the country.

Duration: 1 Year with possible extension

Reporting line: Reports to Finance Manager

DESCRIPTION OF THE SERVICES

The Grant Accountant is responsible for maintaining financial, accounting and grant support services in the frame of the project “EQUAL – EU 4 Women Empowerment in Armenia” funded by the EU. This position is responsible for overall financial aspects of the grants including capacity building of grantees, planning and monitoring grant budgets, overview budgets, monitoring results, tracking results, and analyzing financial data according to the donor, local guidelines. This position is also responsible for the operations of post-award grant administration and related accounting duties. Working closely with the Finance Manager, Grant compliance Coordinator and Project Team. The Grant Accountant will focus heavily on budgeting, compliance, reporting and variance analysis functions. This position is established to work in close collaboration with OxYGen and Partner teams and accurately account for project costs, thoroughly analyze variances to budget and clearly communicate these results to management.

Requested functions

- Perform grant-related post-award financial functions, including budget and expense analysis, financial reporting, reconciliations, re-budgeting, and grant closeout functions
- Work with relevant staff and appropriate partner staff in the development of forecasts, budgets, and budget revisions for project.
- Develop financial documentation package for each partner
- Check and approve partner contract packages to be coherent and accurate
- Induct partners on donor and OxYGen financial guidelines, requirements, train and provide ongoing consultancy on best practices for financial management systems to increase capacity.
- Deliver accurate and timely financial reports to internal management as required

- Perform partner financial reporting package review: check supporting documents, review transactions for compliance, ensure explanations are provided for variances from budget and discuss with program personnel to ensure their knowledge and understanding
- Work with FM on cash flow forecasts for project
- Prepare project fund requests; review and process fund requests submitted by partners
- Produce budget and expense analysis report
- Communicate monthly financial results with appropriate program staff, informing them of financial position of the project.
- Coordinate with the Finance Officer to process journal entries to various projects if needed.
- Ensure compliance of grants with OxYGen policies/procedures and EU rules/regulations.
- Perform ad-hoc financial analysis in response to requests
- Visit partner offices to support financial management of grant-funded project, conduct periodic compliance review of grant-funded project, to include financial management overviews with partner staff.
- Coordinate the monthly review and reconciliation of cash accounts associated with project including receipt of monthly bank statements.
- Support required audit at the office.
- Follow up with project VAT exemption procedures for partners and OxYGen
- Other related duties as assigned.

Main qualifications

- BS Degree in Finance or closely related field plus 3-5 years of relevant, progressively responsible experience, preferably in the non-profit community, with experience in budgeting, forecasting and financial reporting.
- Ability to effectively communicate financial information to non-financial managers.
- Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations.
- Familiar with accounting fundamentals.
- Strong analytical, presentation, communication and problem-solving skills.
- Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel.
- Experience in working with Armenian Software is desirable
- Good organizational, as well as ability to multi-task are essential.
- Good written and oral Armenian and English communication
- High level of integrity, accountability, and punctuality;
- A good team player.

Application procedure

Applications can be submitted by e-mail: recruitments@oxygenfund.am

The deadline for application (including CV and a Cover letter) submission is **10 February 2023**.