

Practical ACTION

Call for Accountant Practical Action, Peru

Practical Action helps people find solutions to some of the world's toughest problems. Challenges made worse by climate change and gender inequality. It works with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And it shares what works with others, so answers that start small can grow big.

Practical Action is a global change-making group. It consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone.

Practical Action believes in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty.

Our Vision

A world that works better for everyone.

Our Work

We put ingenious ideas to work so people in poverty can change their world. We combine three approaches to help people solve some of the world's toughest problems. We work as:

- Problem-solvers, working hand in hand with individuals, communities and local organisations to tackle the causes of poverty
- Knowledge sharers, getting fresh answers and practical resources into the hands of the people who need them most
- Expert advisers, providing professionals and policy makers with development advice

This combination of different ways of working enables us to turn small solutions into big change for millions of people.

Our Change Ambitions

- Making agriculture work better for struggling smallholder farmers, so they can adapt to climate change and achieve a good standard of living.
- Harnessing the transformational power of clean, affordable energy and reducing avoidable deaths caused by smoke from indoor stoves and fires.
- For vulnerable people whose lives and livelihoods are threatened by climate related and natural hazards.

Upcoming binational biodiversity programme

Practical Action has partnered with highly recognised local and international organisations¹ to develop an award-winning proposal aiming to reduce poverty, protect and restore biodiversity and lessen the impact of climate change in the Condor-Kutuku territory, a critical Andes-Amazon landscape.

The Condor-Kutuku spans across south-eastern Ecuador and north-eastern Peru is extraordinarily complex, both ecologically and demographically encompassing 6 climatic zones and 5 ethnic groups of indigenous peoples. This landscape has unsustainable levels of environmental degradation and poverty is highly prevalent.

The programme is expected to last 6 years and it will address the drivers of environmental degradation and support national governments, local and park authorities and communities to deliver long-term sustainable management and use of natural resources. The Consortium approach puts people at the centre of landscape management. The programme will directly benefit more than 300k people and has 6 components that operate together in three distinctive zones across 6 components.

About the role

The **Accountant** plays a leadership role within the Finance Team of the programme and is accountable for providing treasury and accounting process management in areas of finance in the organisation.

The Accountant of the programme will be in charge of:

- Leading the programme finance team in both Peru and Ecuador.
- Consolidating the Financial Report for the donor
- Reviewing the legitimacy and eligibility of the expenditure: expenditure belonging to the project, that all evidence is legitimate and that the expenditure is eligible according to the donor's guidelines.
- Entry of expenditure data into Practical Action's financial system.
- On-site monitoring of partners' expenditure execution.

Accountabilities are indicated below with approximate level of effort against each.

ACCOUNTABILITIES

Leadership, Management and People – 20%

- Promote an organizational culture of collaboration, communication, learning and common ownership of our change ambitions.
- Ensure our policies and procedures are understood and applied at all times
- Lead, manage, mentor and coach the Finance Officers in Peru and Ecuador
- Manage operational relationships with donors, partners, internal and external auditors.
- Prepare training workshops on financial guidelines for partners' staff.

Delivering Performance as One Practical Action - 75%

¹ WWF, Nature & Culture International, AIDSESP, the national association of indigenous organisations in Peru, COSPE, TERRA NUOVA and GRADE.

- Ensure accurate accounting records meet internal, donor and statutory requirements.
- Preparing financial statements and non-routine reports that analyses numerical data for the programme
- Responsible for cash flow statements, payments to suppliers and transfers to partners.
- Analyzing, identify weaknesses and implements changes to ensure or strengthen controls within Practical Action
- Preparing reports on outstanding debtors and creditors, including project balances.
- Review and monitor organizational risk and audit actions
- Ensure compliance with relevant financial regulations and laws, especially tax laws
- Ensure a strong financial internal control environment that safeguards organizational assets and inventories.
- Make monitoring visits to project sites.
- Consolidate the financial reports of the partners according to donor guidelines.

Strengthening Profile – 5%

- Build credibility and a solid organisational profile on the ground and work effectively with communities, local authorities, central government, partners and other stakeholders.
- Represent Practical Action on operational matters and actively contribute to the development of our brand essence and positioning.

Experience, knowledge & skills

Overall

- Certificated Accountant
- At least three years relevant work experience in finance and general accounting, preferably in the international development sector.
- Proven leadership skills and the ability to support organizational change.
- Ability to effectively represent the regional office, the organization and Practical Action's work
- Commitment to development principles and Practical Action's vision, mission and ambition

Technical

- Proven ability in accounting, book-keeping and control of medium or large size NGOs
- Ability to prepare financial statements for statutory and regulatory purposes
- In-depth knowledge and experience in tax regulations and completing monthly closing process.
- Experience in cash management and monitoring of bank accounts.
- Excellent MS Excel skills, accounting systems and office system.
- Experience in supporting non-finance staff to monitor petty cash balances and control expenditures.
- Ability to identify, evaluates likelihood, monitor and manage risks.
- Excellent report writing, strong analytical and communication skills (verbal and written)

Working with others

- Experience in coordination with government entities (Tax office), donors, bankers and partners.
- Proven ability to coordinate and collaborate with colleagues from different disciplines, developing financial capacities in non-financial staff.

Core Competencies

Self-motivation:

Displays timeliness and accuracy in carrying out their role, by their personal energy and enthusiasm and willingness to learn to exceed expectations in their role.

Drive for results:

Demonstrate level of responsibility and accountability in meeting commitments and objectives. Illustrate by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.

Planning and organising:

Ability to process requirements of role effectively. Is able to gather and use resources effectively. Is able to prioritise their, and/or their teams' workload appropriately and review and amend priorities and actions as and when required.

Influencing:

Competence evidenced by the ability to use a range of approaches and select the appropriate style for a situation. Is able to demonstrate good listening skills, presents own view in a convincing manner, whilst acknowledging different perspectives, feelings and concerns. Works for a win-win outcome in resolving differences, and is usually able to win others over to own way of thinking. Is well networked with excellent external focus.

Decision-making:

Competence is demonstrated by the timeliness and sound reasoning of decisions. There is a balance of consultation with action. Will communicate, will follow through and will be accountable for outcome. Will have the interests of Practical Action at the core of the decision. Will support decisions once argued through and made.

Initiative:

Ability to work independently, within a set context; to act on current or future problems or opportunities; to respond creatively and effectively to the unexpected. Displays a curious and questioning approach in their role and environment.

Teamwork:

Ability and inclination to work co-operatively with others. Will recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so.

Managing relationships:

Ability to understand and react appropriately to motivations that drive colleagues' behaviour. Is sensitive to cultural differences. Behaves appropriately within them. Understands how to develop productive working relationships.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion. Responds and behaves appropriately in different situations.

Practical Action values

- Restless ingenuity
- Alternative thinking
- Bold collaboration
- Maximum impact
- Lasting outcomes

The **Accountant** of the programme in the organisation is expected to demonstrate or work towards demonstrating excellent standards of behaviours under these values.

Benefits

Practical Action offers a vibrant environment for professional development. Our dynamic international team provides opportunities of peer to peer learning and for being part of solutions to global challenges. In particular, this upcoming biodiversity programme is a unique initiative for preserving one of the most diverse landscapes in the World.

Salary in payroll with law benefits (gratifications, holidays, insurance among others). Hybrid work with base in Lima, Peru.

Application

If you are interested in this position and fulfill the requirements, please send your CV with a letter of intent indicating why you are the right candidate for this job. Please include your salary expectation.

Please name files in the following manner: “CV_Name_Surname” (CV) and “LI_Name_Surname” (letter of intent), and send both documents to **postulantes@practicalaction.org** with the subject line labeled “**Accountant**” by **20 October 2023**.

Practical Action is an equal opportunities employer and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected and valued we give everyone working with us the opportunity to achieve their full potential.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.

