**Appendix 11b: Job Description**

**Position:** {Title of the employee}

**Reports to:** {Title of the person to whom the employee is reporting}

**Supervising**: {Titles of the persons supervised by the employee}

**Responsibilities**:

*Describe the general responsibilities of the employee.*

*List the various duties of the employee.*

*It may be relevant to list the duties of the employees in the accounts section under the following headings:*

General Duties

Monthly Duties

Annual Duties

Prepared by: {The title of the person who prepared the job description}

Approved by: {Signature of person approving the job description}

**Date:** xx.xx.xx

*See the following page for an example.*

***EXAMPLE: Job Description***

**Position:** Project Accountant

**Reports to:** Project Coordinator

**Supervising**: Cashier, Accounts Assistant

**Responsibilities:**

In close collaboration with the project coordinator, the project accountant is responsible for all finance and accounts-related matters of the project. They include the control of cash, debtors and other assets, maintenance of accounts, financial reporting (externally and internally), and participation in the preparation and monitoring of budgets, budgetary control and supervision of accounts staff.

**General Duties:**

* Supervise the daily work of subordinate staff, checking that all accounts work is carried out according to the established procedures and job descriptions;
* Manage the cash flow of the project, including the preparation of requests for the transfer of funds from DFC (to be signed by the project coordinator);
* Propose changes to the chart of accounts and accounting procedures if appropriate;
* Maintain the accounting manual and distribute corrections to the holders of the manual;
* Liaise with the external auditor of the project;
* Carry out budget reviews as requested by the project coordinator;
* Carry out any other duties assigned by the project coordinator.

**Monthly Duties:**

* Reconciliation of bank accounts;
* Prepare the monthly financial reports to the project coordinator;
* Carry out monthly budget control;
* Scrutinise all outstanding advances, imprests and other debtors, and report any deviation from agreements to the project coordinator.

**Annual Duties:**

* Supervise the closing of accounts;
* Make necessary year-end adjustments and supervise the transfer of opening account balances to next year;
* Liaise with the external auditor regarding the annual audit in accordance with the audit agreement;
* Support the project coordinator in preparing annual accounts to DFC;
* Support the project coordinator in preparing annual budgets in connection with the preparation of annual project implementation plans.

Prepared by: {The title of the person who prepared the job description}

Approved by: Signature of the project coordinator

**Date:** xx.xx.xx