Famine Early Warning Systems Network (FEWS NET)
Southern Africa Regional Field Accountant

Scope of Work

Introduction

The Famine Early Warning Systems Network (FEWS NET) is an integrated set of activities funded by the United States Agency for International Development (USAID) intended to provide timely, accurate, evidence-based, and transparent food security early warning information and analysis. Created in 1985 in response to famines in East and West Africa, FEWS NET provides global coverage through a mix of presence and remote monitoring. FEWS NET’s work is implemented across several pillars by a team of partners that includes NASA, NOAA, USGS, Kimetrica, and Chemonics International (Chemonics). Chemonics implements FEWS NET’s integrated emergency food insecurity analysis through a Washington-based technical office and more than 20 field offices.

Based on in-depth understanding of local livelihoods, FEWS NET analysts monitor information and data on factors that affect food security, such as weather conditions and climate, crops, pasture, markets and trade, and nutrition. FEWS NET produces regular reports, including Food Security Outlooks and Outlook Updates, emergency alerts, market and price updates, and global weather hazards. FEWS NET makes reports available at www.fews.net and distributes them globally to governments, relief agencies, and other organizations engaged in humanitarian response and development programs.

The seventh phase of FEWS NET (FEWS NET 7) began in 2019 and relies on close collaboration with international, regional, and national partners on food security analysis and reinforcement of food security networks. Major activities include joint monitoring and assessments, data exchanges, collaborative analysis and report writing, and technical capacity strengthening. FEWS NET supports local and regional food security networks to contribute to achieving the global objective of food security for all.

Position Description

Under the direction of the home-office designated field accounting support team (FAST) manager, the regional field accountant (RFA) will establish and maintain uniformity and accuracy in field accounting procedures and ensure that all field accounting practices adhere to USAID and Chemonics International Inc. regulations and policies. The RFA will advise field offices on financial compliance matters, review and analyze local account submission, and helps projects devise approaches for asset and liability management. S/He will travel to field offices, install accounting software and tracking mechanisms and train appropriate field personnel in the use of these systems. The RFA will also perform other related duties as required to ensure the success of the department.

Responsibilities

The main responsibilities of the RFA include, but are not limited to:

Regional Accounting

- Providing support and training to local FEWS accountants/bookkeepers and office staff on USAID and Chemonics International policies and procedures.
- Traveling to each regional FEWS NET offices annually, and/or as needed, to conduct field financial/operational reviews with focus on the following areas:
  - Providing continual training on Chemonics accounting system- ABACUS.
Reviewing field accounts and provide training to ensure compliance with USAID/DCAA regulations and Chemonics’ policies, procedures. The field review involves a thorough revision of field office processes and procedures including a sampling of financial records for compliance with:

- Timesheet management and approvals;
- Travel authorizations and travel advance requests;
- Expense report processing and approvals;
- Petty cash management;
- Procurement policies and vehicle controls;
- Annual leave and sick time tracking, and medical allowance and reimbursements.

- Reviewing and reporting on a monthly basis to the HO-designated FAST Manager expenses and transactions incurred by the regional FEWS NET offices including:
  - Tracking outstanding staff receivables;
  - Tracking project withholdings and payables.
- Compiling and reviewing bank reconciliations from regional offices.
- Tracking and reviewing, on a monthly basis, expenses incurred by regional FEWS offices.
- Reviewing proper transaction codes.
- Reviewing proper usage of project subaccount codes.
- Reviewing field asset and liability account balances.
- Producing, on a monthly basis, a financial report addressed to the HO-designated FAST Manager. This report summarizes the region’s accounting activities and regional field visit findings.
- Working with regional FEWS NET offices in optimizing financial and cash flow management.
- Evaluating results of the annual Desk Audit and the Field Office Floor Check with the PMU to discuss areas of non-compliance or deficiencies, and work with the PMUs to bring project files into compliance.
- Assisting with field office closures during project close-out. The close-out review involves final reconciliation of home office and field office accounts, as well as the closure and reconciliation of petty cash and local bank accounts.
- Other duties as assigned by the PMU, HO-designated FAST Manager or Country Representative.

Qualifications

- Fluency in written and spoken English and French required, local language skills desirable
- Masters or other advanced degree in accounting or related field; a bachelor’s degree and 5+ additional years of accounting experience can substitute for educational experience
- Prior knowledge of accounting systems (ABACUS, QuickBooks a plus)
- Experience performing accounting audits or reviews
- Knowledge of USAID and its operations preferred.

Location and Reporting

The Regional Field Accountant will be based in the FEWS NET Southern Africa regional office located in Harare, Zimbabwe and is open to all qualified Zimbabwean citizens. For office administration and financial management, the RFA will collaborate with the Regional Representative (RR) and other regional and national colleagues, the Washington-based Project Management Unit (PMU), and the Senior Management Team (SMT). The RFA will be required to travel regularly within Southern Africa, security permitting.
Application Information

Chemonics International Inc. is looking for individuals who have a passion for making a difference in the lives of people around the world and demonstrate leadership, versatility, and integrity in their work. The full job description for the Southern Africa Regional Field Accountant can be found at www.fews.net/vacancies. Interested candidates should fill out the general information form and upload their CV and a cover letter here https://fewsnet.formstack.com/forms/southern_africa_regional_field_accountant by November 15, 2019.

All application materials, including responses to the general information form, CVs, and cover letters, should be provided in English. No telephone inquiries. Only short-listed candidates will be contacted.