

Finance Accountant

Location	Home-based, with few travels. Candidates based in Colombia, preferably in Bogotá. Applicants must possess the right to work in Colombia.
Department	Global Impact, Inclusive Humanitarian Action, Latin America and Caribbean team
Reports to (Line Manager)	LAC Finance Business partner
Managing	Accountant Assistant, financial external consultants
Grade	E
Contract Type	Full-Time, fixed term contract for 12 months

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 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 Finance Accountant will manage the accounting of the Colombia-based HelpAge Latin America and Caribbean (LAC) operation, 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 Finance Accountant will carry out the execution, monitoring, and control of HelpAge programmes in Colombia, including all processes, procedures, and accountability by international standards, HelpAge processes, and Colombian regulations. The Finance Accountant will work with the LAC Finance Business Partner and partner organisation accounting teams as needed.

Key areas for impact/influence and responsibilities

1. Accounting Management

- Supervise the preparation of cash and bank books for the general account and project accounts up to date.
- Reconcile the bank accounts of HelpAge based in Colombia on the monthly basis.
- Review the accounting information sent from team members in relation to the coverage plan, accounting accounts, third parties, budget availability, and descriptions.
- Import all the bookkeeping and bank information of the mission into SUN System.
- Ensure all monthly closure tasks are done in SUN System.
- Based on SUN System data, prepare Colombian accounting monthly.
- Prepare signed monthly and annual financial statements (end of Colombian year/end of year London year)
- Carry out technical accounting tasks (DBS, PRM, Mapping, etc)
- Coordinate and oversee the budgeting, forecast and mid-year financial review processes, liaising with budget holders and contract managers to ensure that procedures are understood, and timetables communicated.
- Support the staff in the production of project budgets and proposals, advising on assumptions, risks and opportunities contained within the budgets.

2. Fiscal and Tax Management

- Settlement of national and district taxes (presentation of taxes and generation of payment receipt through the DIAN portal and ReteICA).
- Prepare and present the annual income tax declaration and complementary documentation.
- Address requirements from the DIAN.
- Ensure that finance transactions align with the local fiscal regulations. Prepare and present in a timely manner magnetic media (exogenous information) at both national and district levels.
Attend and report to the regulatory, control and oversight entities.

3. Treasury Management

- Validate payments from LAC accounts in Colombia related LAC Operation.
- Support and follow-up legalization of expenses,
- Support the teams with Equals card reconciliation.
- Ensure that payments generated in the coordination through checks comply with all fiscal, ACH, documentation, and banking requirements.
- Process the funding requests to HQ and support the negotiation of currencies.

4. Audit and Documentation Management

- Ensure that the filing and accounting documentation of the mission is always complete and organized according to each project.
- Prepare audits and support auditors queries and demands.

5. Cash and bank management

- Manage the banking arrangements in the Region ensuring compliance with HelpAge International policies.
- Ensure strong cash management is in place.
- Maintain and reconcile bank accounts and cashbooks and upload to organisational system monthly.
- Make payments to suppliers as required.

6. Compliance responsibilities

- Performance as a compliance officer toward the Superintendencia de Compañías (Superintendencia de Sociedades) according to its resolutions (Circular Básica Jurídica de 2017)
- Lead and manage the design, implementation and monitoring of a self-Control and Comprehensive Risk Management System LA/FT/FPADM and implement Transparency and Business Ethics Programmes through Self-Control Activities and Management of Transnational Corruption and Bribery Risks.
- Ensure compliance and understanding of donor terms and HelpAge policies.

7. Payroll and HR support

- Monthly prepare payroll payments and set them up in the bank.
- Prepare payments to the social security and social benefits of the employees.

- Prepare final settlements.
- Ensure that the enrolment, disenroll and all updates related to the staff are reported to the social security system in Colombia, in a timely manner
- Drafting contracts, extensions which comply to local law.

8. Security

- Report any anomalies related to the bank accounts that may be associated with fraud.

9. Others

- Provide support in preparing proposals, budgets, purchases, personnel, etc.
- Support the revision of partners finance reports.
- Support in the preparation of donor reports
- Guide the work of the accounting assistant in such a way that he/she contributes to the achievement of the accounting area's objectives.
- Perform those tasks inherent to the position that are requested according to the context and needs of the LAC team.

Skills and experience required

Mandatory:

1. Education:
 - Professional university studies in the public accounting field and have a Colombian accounting license.
2. Knowledge and experience:
 - Knowledge of Colombian tax legislation and accounting
 - Sufficient knowledge of financial risk management
 - Demonstrated experience of at least five years in accounting management in public or private sector companies or organisations
 - Knowledge of Colombian Labour (payments of social benefices and salaries).
 - Experience in international cooperation or projects with international donors
3. Personal characteristics:
 - Ability to work autonomously (organisation and planning of one's work)
 - Analytical and synthesis capabilities and written expression
 - Proactive attitude
 - Strategic and innovative vision
 - Teamwork skills
 - Common sense, tact, and diplomacy
 - Sensitivity and humanitarian vocation

4. Language skill
 - Fluent in English

Desirable:

Good working knowledge of SUN accounting system or equivalent

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 organisations 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.