

PROJECT ACCOUNTANT-LAC

Location	Based in Latin America (Spanish speaking country)
Department	Programme Support
Reports to (Line Manager)	Global Finance Business Partner
Matrix management	Finance Business Partner (LAC and Africa)
Grade	UK Grade C or equivalent according to location / type of contract
Contract Type	Full-time, fixed-term contract until 31 December 2026 with the possibility for extension

About HelpAge

HelpAge International works with a diverse global network of around 200 organisations across 99 countries to promote the rights of older people to lead dignified, healthy and secure lives.

Through 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 as they get older. Our work is driven by our desire to achieve real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

As countries prepare for and adapt to population ageing, we are seeking to make a difference at a critical juncture to how societies, economies and institutions adapt to this change.

Our 2030 Strategy 2030, [Ageing in a Just World](#), sets out how we will work to shape the future we all share. By working together with our partners, we aim to inspire a movement for change. By ensuring all our work promotes older people's wellbeing, dignity and voice, we seek to transform the lives of older people now and in the future.

Guided by our commitment to our values of impact, learning, partnership, and inclusion, we partner with others to bring systemic change and impact at scale. By acting as a supporter, convenor and thought leader, we want to make an impact that matters for older people and their communities.

Our organisational culture

The culture of the organisation aims to ensure:

- **Accountability for All:** Every individual and team member is responsible for their actions and decisions, ensuring alignment with **organisational priorities** and commitments to partners and network members.
- **Trust, Respect, and Inclusion:** We strive to create an environment where mutual trust is the foundation of all relationships, diverse perspectives are valued, and everyone feels included in decision-making processes.
- **Culture of Collaboration:** Working together across teams, network members,

and partners to share knowledge, maximise impact, and drive collective success, rather than working in silos.

- **Openness and Transparency:** Ensuring open communication, clear decision-making processes and actions, and a commitment to sharing information in a way that builds trust and accountability.
- **Collective Responsibilities Within and With Partners and Network:** Recognising that achieving our mission requires shared responsibility, we promote joint ownership of decisions, initiatives, and outcomes across HelpAge and its network members and partners.
- **Staff and network members are valued:** Staff and network members are recognised, and valued and appreciated for their contributions, fostering an environment where every individual feels respected, supported, and integral to our mission, with their input and expertise recognised as vital to achieving our shared goals.

The Behavioural competencies outlined below support this culture.

About the Department

The Programme Support Department leads HelpAge International's humanitarian and resilience programmes, ensuring that older people, people with disabilities, and other at-risk groups are included in emergency response and recovery efforts. Through strong programme delivery, partnerships, and accountability, the department works to provide timely, effective, and inclusive humanitarian assistance to communities affected by crises.

About the Job

The Project Accountant will manage the accounts of the Venezuela Emergency Response Project so that accounting information is up to date, clear and organised. Accounting practices must demonstrate the transparency of economic activities and support financial decision-making.

The Project Accountant will support the execution, monitoring and control of HelpAge programmes in Venezuela and Colombia, including processes, procedures and accountability aligned with international standards, HelpAge processes and local legislation. The role will work with the Global Finance Business Partner, LAC and Africa Finance Business Partner, Project Managers, and partner organisations.

Key areas for impact/influence and responsibilities

- Support Global Finance Business Partner and LAC and Africa Finance Business Partner in preparing proposals and budgets for projects and programmes.

- Review implementing partners' expenditure forecast and prepare for fund request and send to Global Finance Business Partner and Emergency Response Manager for approval.
- Review Implementing Partners' expenditure report, get it approved as appropriate and post in HelpAge's Accounting system.
- Ensure partners code project expenditure as per project Budget and expenditure and documents are submitted with correct codes.
- For funds transferred to partners, exchange rate information should be available, and the exchange rate used for reported expenditures should be verified for accuracy.
- Prepare Project Financial Monitoring Report (PMRs), analyse variances and review with project Managers as appropriate.
- Prepare implementing partners' debtor balances monthly and ensure any financial risks are mitigated.
- Prepare Equals Card reconciliation as required and post in the accounting system.
- Support HelpAge's Global Finance Team for smooth operation of Global Finance Function including reconciliation of control accounts.

Skills and experience required

Essential

- Should possess a degree in accounting; graduate studies in finance are desirable.
- At least five years of demonstrated experience in accounting management in public or private sector companies or organisations.
- Experience in international cooperation or projects funded by international donors.
- Experience working with implementing partners.
- Experience with accounting software applications; B2 level desired.
- Knowledge of LAC legislation
- Fluency in written and spoken Spanish and English.
- Ability to maintain confidentiality and handle sensitive financial information with discretion.
- Strong Microsoft Office skills.
- Ability to work autonomously, planning and organising work with minimum supervision.
- Proactive attitude.
- Strong teamwork skills.
- Sensitivity and passion for humanitarian causes.

Desirable

- Experience working with partners in Emergency responses especially in the LAC region.
- Ability to travel within the LAC region as and when required
- Should possess the right to live and work in the LAC region

Key Behavioural Competencies

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations 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.

Policies and Code of Conduct

As a HelpAge International employee, you are expected to comply with all organisational policies and standards, and to conduct yourself in a manner consistent with our values at all times.

This includes, but is not limited to:

- Code of Conduct
- Safeguarding Policy and Prevention of Sexual Exploitation and Abuse (PSEA)
- Anti-Fraud and Bribery Policy
- Anti-Bullying, Harassment and Sexual Harassment Policy
- Diversity, Equity and Inclusion Policy
- Raising a Concern (Whistleblowing) Policy
- Social Media Policy

All staff are required to familiarise themselves with these policies, complete any mandatory training, and adhere to them throughout their employment with HelpAge

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.

How to apply

Interested and qualified candidates are encouraged to review the role requirements and submit their CV and cover letter only to jobs@helpage.org , clearly indicating the position title in the email subject line, no later than **31 August 2026**.

Please note that only shortlisted candidates will be contacted.