



International Development Law Organization
Organisation Internationale de Droit du Développement

Project Finance Accountant

IDLO seeks to strengthen the rule of law and good governance in developing countries and countries in transition to provide security for the individual, to reduce poverty by protecting individual rights and economic activity, and by strengthening judicial and local institutions to promote a viable legal framework for commerce, trade, and investment.

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About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization dedicated to promoting the rule of law and good governance in developing countries, transition economies, and nations emerging from conflict. IDLO's objective is to help these countries establish legal frameworks needed to achieve sustainable, equitable development. It is the only intergovernmental organization with a mandate to work solely at the nexus of law and development.

In 2008, IDLO fully adopted and implemented a Results-Based Management (RBM) system. RBM sets realistic goals, benchmarks and monitors progress, evaluates performance, and integrates lessons-learned into decision making. IDLO's Assembly of Parties recently approved a [Strategic Plan for 2009-2012](#) that will guide IDLO's programming and management objectives, and set a performance reporting framework. This development will result in systematic evaluation of activities and identification of lessons for future programming, monitoring, and evaluation systems. Additionally, IDLO's strategic objectives for 2009-2012 reflect the interdependence between rule of law and human, economic, and social development.

IDLO has its headquarters in Rome, Italy and Regional Centers in Cairo, Egypt (covering Arabic-speaking countries) and Sydney, Australia (covering the Asia Pacific region). IDLO currently operates a program in Afghanistan, and project offices in Indonesia, Kyrgyzstan, and southern Sudan.

The Position

IDLO seeks a Project Finance Accountant for the Research Program to Support the Legal Empowerment of the Poor for Development (sponsored by the Gates Foundation) at the Headquarters in Rome, Italy. The consulting assignment is expected to last one year.

Under the direct supervision of the Project Finance Manager, the incumbent will undertake the following tasks:

- Liaison point between the internal program stakeholders (Program Manager and/or any staff directly involved in the program) and the Finance division;
- Ensure the timely submission of all financial information and documentation relative to the six activities under the program according to IDLO's financial procedures;
- Monitor expenses versus the approved program budget;
- Monitor with the Disbursements Coordinator all payments relative to this program and ensure payments of all invoices cleared and submitted by the Program Manager;
- Maintain the program specific ledger accounts and liaise with the Accounting Coordinator when necessary;
- Assist the Program Manager in preparing and/or review the monthly program expenditure forecast; and
- Prepare financial reports following the Donors contractual deadlines and format.

Ideal Candidate Profile

IDLO seeks a Project Finance Accountant with a genuine interest and passion for the organization's mission. The selected candidate will have a demonstrated track record of taking initiative and using sound judgment .

The ideal candidate will have a strong background in monitoring budgets and providing accurate and complete accounting, budgetary and financial information. She/He must be able to prepare financial reports, and act as a liaison between the internal program stakeholders and Finance Division. The Project Finance Accountant must be precise, detail-oriented and capable of working with tight deadlines. Given the confidential nature of the work, the Project Finance Accountant must be regarded as having a high degree of discretion and respect for the sensitivity of the information she/he handles.

Solid analytical and communication skills are required. The selected candidate will have a demonstrated history of working as a self-starter with a proven ability to produce results as well as bring value-added solutions to challenging issues. The new Project Finance Accountant will bring a high level of motivation, a responsible attitude, along with the ability to work as a member of a multi-cultured team and participate in a wide variety of tasks.

Creating an environment of teamwork and cooperation is essential to the success of this position. The ideal candidate will have the knowledge and interpersonal skills to interact effectively with colleagues and foster relationships based on mutual respect and trust.

Minimum Qualifications

Minimum requirement a degree in accounting and/or some years of relevant professional experience.

Excellent knowledge of Excel is required.

Excellent working knowledge of English and/or French. Working knowledge of other language/s such as Italian, Spanish, or Arabic would be a plus.

How to Apply

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

To apply, please visit IDLO's employment website at www.idlo.int/jobs.

