



Accounting

Summary: responsible for all finances, including receipts and cash flow

Detailed description: the accountant will be responsible for all financial issues, be it the payment of bills for accommodation, food, etc. of the DART team as well as documenting all expenses. It is also his/her job to care for sufficient cash in the local currency in advance of the arrival in the disaster area.

Main tasks:

- all financial issues
- document income and expenses

Activities (this is not an exhaustive list):

- carry cash into the DART mission and order new cash from the Lead Agency through delivery by other incoming DART members
- ensure money will be declared at customs at departure, arrival, or in transit country
- locate storage place in the field for all mission funds (ideally a lockable safe)
- take care of sufficient cash in the local currency for the project in the disaster area
- take care of all financial issues, payments, documenting, gathering receipts, etc.
- regularly complete entries in and ensure accuracy of accounting tool (excel template provided by GAIN)
- support and advise the team leader with finances and documentation
 - keep all records up to date, and receipts organized
 - be ready to answer questions and show documentation when requested by the team leader