

**JOB ANNOUNCEMENT**

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. Our vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.

World Vision South Sudan (WVSS) is looking for a dynamic person to fill the position of **Financial Accountant – Financial Reporting**  for its Head Office in Juba

Female and male candidates are encouraged to apply.

**Purpose of the Position**:

To coordinate implementation of the financial accounting activities in the area of general ledger accounting and financial reporting, with an aim to ensure proper accurate monthly financial reporting.

The position holder plays a key role in generation of standard financial reports per FFM. Job holder is also expected adhere to World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

**MAIN RESPONSIBILITIES:**

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| **Balance sheet management** * Review and clear outstanding balances and ensure that the aging analysis provide an accurate view of each account balance
* Do account allocation for travel advances and staff loans every month for the purpose of ensuring that aging analysis provide an accurate view of each account.
* Analyze payroll and taxes charges to ensure that all charges are correctly done and the account is up to-date.
* Contact the zone whose charge remaining hanging for the purpose of cleaning
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| **Financial Production and Reporting** * Ensure journal vouchers are correctly and properly referenced and filed and that there are no duplications
* Ensure Employee expense reports are properly journalized and posted to SUN6 by 30th of every month.
* Monthly recording of Global center procurements, charge backs whose supporting documents are with Supply chain and GC procurement.
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| **Audits & Internal Controls*** Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
* Ensure any Audit recommendation affecting area of responsibility are cleared within 90days after issuance of audit report (both internal & external)
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**Relationships:**

* **Finance and Accounts Manager:** Direct Management and supervision
* **All staff** : Facilitate advance and EER checks
* **External Parties:** e.g. auditors. Access to organizational records on the request of the relevant staff

**KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

* Minimum Qualification required: Degree in Accounting or related fields
* Professional : CPA/ACCA Section 2 (or must work towards attaining)
* Experience: 1-2 years
* Technical Skills & Abilities:
* Excellent computer skills in Excel, Word & Sun-systems software.
* Good planning and organizational skills
* Tact and diplomacy in dealing with staff-related to work environment needs
* Ability to maintain effective working relationships with all levels of staff

***N.B: This position is open to South Sudanese Nationals Only.***

**HOW TO APPLY**

***Interested persons who meet the above criteria should submit their applications which include the cover letter, together with an updated CV with at least three referees with their telephone contact addressed to*** The Human Resource Manager, World Vision South Sudan

Applications can be submitted either online to **this email** **recruitsdno@wvi.org** **or hand delivered to World Vision Office in Juba. Plot N\*1, Block BX 2nd Class, Hai Cinema (next to MTN, Hai Cinema),**

***(Please indicate on all your documents the position you are applying for)***

**Closing date for receiving applications is: April 4th , 2017**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

The candidate finally selected should comply with the **child protection policy** applied in the Organization