



***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children***

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization 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. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

‘Female applicants are highly encouraged to apply’

Job title: Financial Accountant – Petty Cash Management
Reporting to: Finance and Accounts Manager
Location: Juba
Availability: As soon as possible

Purpose of the position:

To ensure accurate and timely processing of payments, entry of accounting information and preparation of basic records (cash book, banking, cheque disbursement and receipts) for good corporate financial management.

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.

Major Roles and Responsibilities:

Cash/Cheque/Wire Invoice processing

- Timely processing of payments journals and ensure that cheque/wires are reconciled to amounts on the journals held in SUN6 and on invoices processed
- Ensure that payment vouchers are submitted for approval and posting to the system and cheques/wires/receipts are properly attached as evidence of acknowledgement by vendors/suppliers
- Ensure cheques, wires are properly recorded in the register and are properly referenced at any time needed for review
- Ensure that cheques/wire are recorded in the cash update shared twice in a week(Monday and Friday) to finance and Accounts Manager
- Provide liason to all banking institutions and financial agents on all matters related with cash delivery to office and in the field and be focal point for all invoices from financial agents.
- Ensure payment vouchers are correctly and properly referenced and filed and that there are no

duplications

- Ensure that payments are correctly adhering to Concur and Provision systems per partnership classification

Petty cash Management

- Ensure petty cash is adequately maintained and is replenished on time and the office does not run out cash at any time.
- Contact bank agents for cash delivery once a petty cash request is authorized and approved
- Prepare petty cash expenses every month or every time a current one is close to be depleted

Salaries and benefits disbursements

- Ensure payrolls are disbursed by 23rd of every month and all staff deductions(salary advances) by 8th of the receiving month
- Process all staff benefits for exited staff by 8th of every month and ensure that they banked and notified respectively

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)

Qualifications: Education/Knowledge/Technical Skills and Experience

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 I completed – **A MUST**
- Experience: 5 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
 - Some managerial experience in a busy accounting office

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 26th October 2018

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