



Vacancy Announcement:

World Relief is an International Non-Governmental Christian Humanitarian and Development Organization. The Organization has been providing humanitarian assistance to the vulnerable population of South Sudan since 1998.

World Relief South Sudan is looking for a suitable South Sudanese National to fill in the below position:

JOB TITLE: Country Accountant
REPORTS TO: Finance Manager
WORK LOCATION: Juba South Sudan

PRIMARY OBJECTIVES:

- a) To fulfill the Mission Statement of World Relief and its partners
- b) To provide treasury and accounting support to the various departments and projects
- c) To assist and keep good working relationship with others WR staff.

Specific Responsibilities:

- Incorporate/consolidate all field books into the country office computerized financial system
- Daily preparation of journals and posting of accounting transactions into the financial software
- Verify all supporting documents for authenticity before entering them in the organization's accounting software
- Verify accounts by reconciling statements, transactions and supporting documents
- Prepare check and cash payment vouchers and allocate expenses to proper accounting codes for all World Relief South Sudan programs financial transactions in line with budgets and project documentation
- Keep track of all voucher numbers both for expenses payments (bank, petty cash) and General ledger transactions (Expenses Reports and manual GL)
- Carry out the allocation and reallocations of shared expenses in compliance with shared cost principles
- Resolve account discrepancies by investigating documentation; issuing stop-payments, payments, or adjustments
- File and archive all accounting and supporting documents appropriately
- Secure financial information by completing data-base backups on a weekly basis
- Maintain both soft and physical financial historical records by filing accounting documents
- Prepare programs budget pipelines and management reports for review by the Finance Manager before submission to Program Managers
- Summarize current financial status by collecting information, preparing balance sheets, Income and Expenses statements, audit schedules and other financial reports to be submitted to the Support Director for review
- Liaise with Human Resource department for payroll compliance with government, donors' and World Relief rules and regulations
- Maintain financial security by following internal accounting controls
- Ensure that VAT invoice fulfill VAT claim requirements, prepare and follow up VAT claim on quarterly basis in collaboration with the Finance Manager





- In collaboration with Field Offices Managers and Officers and Country Office Support Officers and Managers, maintain a weekly log on all advances, accounts for all staff, and provide detailed information to Finance Manager on delayed expense reporting by program and support staff.
- Ensure that all accounting requests from HQ for finance supporting documentation are timely sent to the International Accountants
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies, and attending World Relief University through LINGOS.
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties and specific projects as assigned by the immediate supervisor

Key working Relationships:

- Internal: Finance Manager, Country Director, Program Managers, Logistics Support Officer, HR Manager, Field Office Support Officers.
- External: Donors, partners and auditors

Personal skills required:

- Mature believer and follower of the Lord Jesus Christ teachings.
- Committed to the vision, mission and values of World Relief.
- Strong quantitative and analytical skills
- High level of integrity and sense of confidentiality.
- Initiative, excellent organization ability, with attention to details
- Excellent interpersonal skills for team work in a multi-racial environment
- Self-directing, reliable and responsible
- Strategic thinker, patient and self-controlled.

Qualifications:

- Bachelor's degree in accounting or Finance with International NGO work experience of 3-4 years as an Accountant or any Grants Management position, CPA preferred.
- Proven Experience in fund based accounting
- Proven Experience in Computerized Accounting specially in QuickBooks
- Excellent skills in MS office, especially MS Excel and Word.
- Mastery of English as an official language in South Sudan.

Applications Procedures:

Applications desiring consideration for this consideration should submit the following:

- Application letter, expressing your motivation for the position you are applying;
- Current CVs, copies of diplomas or certificates, including nationality certificates
- List of three former Supervisors who can serve as job references one of whom should be from the church with the **valid email address and contact numbers.**

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief email WRSSrecruitment@wr.org, and hand delivery to World Relief Office located at Hai-Cinema **not later than 23rd October, 2017 at 5:00pm**, include job title in the subject line of the email.

Due to the urgency of the position, applications will be reviewed as they are being received

