



JOB OPPORTUNITY - Grant Accountant – Projects. Juba Base.

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities. CRS also helps strengthen organizational capacity of local institutions.

JOB PURPOSE

To provide technical assistance on all matters related to cash disbursement and other matters related to cash management. Serve as the backup for the Deputy Finance Manager for Operation

SPECIFIC RESPONSIBILITIES

Transaction Process:

- Check the completeness of disbursement documents. Standard and official documents of the office should be used for requesting disbursements.
- Distribute disbursement requests to staff in disbursement section.
- Identify sensitive and urgent requests and follow up their timely preparation.
- Initiate wire transfers between bank accounts. Ascertain the availability of enough cash before forwarding the payment request to the cashier
- Ensure disbursements are made within three days of receiving the request.
- Communicate requesting staff of incomplete disbursement requests and follow up timely solution.
- Provide training to other department staff on preparation of disbursement requests, petty cash, account coding, budget line item, liquidation, etc.
- Check and ascertain the accuracy and validity of invoices (documents) submitted for payment.

- Ascertain that project and contractual payments are made within the grant period and per approved budget line items.
- Responsible in sending and tracking wire transfer request to HQ. Ensure that wire transfer requests are send in the timely manager and proper filling of this documents are kept.
- Ensure that disbursement requests are done with the approval of authorized personnel according to the authorization chart.
- Verify the liquidation of prior advances before releasing subsequent payments.
- Verify the commitment balance on all project advance before issuance of subsequent advances.
- Prepare correcting entries and adjustments if there are any.
- Maintain liaisons with the banks regarding transfer of funds, closing of accounts and other finance issues such as bank statement, lack of fund, correction, stop payment, clearing etc.
- Monitor all request for cash delivery and payroll payment to the field via Galaxy International. Ensure that delivery of cash and payroll are done on the agreed dates and location. Also, responsible to tracking payment to this agency.
- Cooperate with internal and external auditors in providing documents, schedules and explanations.
- Monthly review of the intra agency charges and preparing correcting entries if any.
- Conduct Petty Cash counts and spot checks
- Ensure timely clearance and updating of outstanding advances, receivables and pre-payment on a monthly basis.
- Verification of reports submitted to finance by Juba and other field office such as fuel usage report and VMS.
- Verify the correctness/completeness of documents for all Direct aid to participant advance.

Financial Reporting:

- Assist the DFM – Operation in analysis of Trial balance and preparation of monthly financial statement/Report (i.e. Aging Report and Pension Plan Report).
- Assist in the preparation of monthly bank reconciliations Report.

Compliance Responsibility:

- Recommend internal control and accounting systems that improves compliance with polices and regulations of CRS and donors
- Make sure that payments to contractors or consultants are done in accordance to the conditions stipulated in the contract agreements. Final payments have to be accompanied by completion confirmations from responsible departments.

REQUIRED QUALIFICATIONS AND BEHAVIOURAL COMPETENCIES

- Bachelor degree in accounting or Related Field
 - 2 – 3 years' experience in providing service in accounting Field
 - Serving with Integrity; Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless
 - Modeling stewardship; Making responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals.
 - Developing constructive relationships; Building and maintaining mutually beneficial relationships through solidarity.
 - Promoting learning; Building the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission.

None refundable Application letter and CV together with the names of three professional referees, should reach the undersigned not later than **January 17th,2017**. **Only short-listed** candidates will be contact

Address your Application letter and CV to:

SENIOR HUMAN RESOURCESE OFFICER

Catholic Relief Services
South Sudan program, Juba Office

Or

By E-mail: jobapps@crssudan.org

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.