



South Sudan Council of Churches Vacancy Announcement

Job Title: Accountant

Department: Finance

Reports To: SSCC Upper Nile Regional Facilitator/Finance Manager Juba.

Country/Location: Malakal Uper Nile.

The South Sudan Council of Churches (SSCC) is an Ecumenical Umbrella body comprising seven (7) member churches and three (3) associates in South Sudan. The SSCC has a strong legacy of leading peacebuilding, reconciliation and advocacy processes, including in relief and rehabilitation throughout the Sudanese civil wars. For example, the SSCC is credited as the architect of the 'people to people' peace process in leading up to the signing of the 2005 Comprehensive Peace Agreement (CPA). Reconciliation, healing and peace is at core of what the SSCC and its member churches stand for.

The resumption of violence in 2013 and 2016 also resulted into a moment of self-reflection on the role that religious leaders ought to play. Since 2013, the SSCC has undergone a revitalization process to better serve the people of South Sudan.

Main duties and responsibilities:

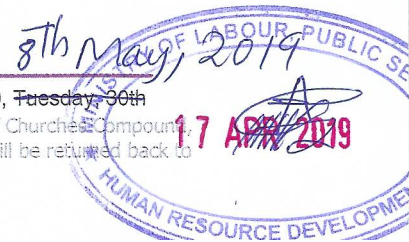
- The accountant will provide support to project staff while assuring compliance with internal controls donor regulation and budget
- Request, process and make payments as per the approved request from staffs and as provided per budget line and ensure proper authorisation is obtained for all disbursement and proper financial documentation.
- Ensure all project activity advance disbursed are full liquidated with adequate supporting documentation
- Assist in providing information and compiling monthly and quarterly reports.
- Assist with facilitation of internal and external audit process as required
- Maintain and manage office petty cash with weekly petty cash report witnessed by Regional facilitator.
- Maintain an efficient, proper and transparent financial filing system of all documents relating to finance
- Draft and submission of timely procurement plans and requests to the line manager, and ensure compliance to SSCC procurement guidelines.
- Maintain and update the asset register and you shall be the custodian of all assets of the council (furniture, vehicles, generators and Equipment)

Other Responsibilities:

- Ensure staff complete and send in their time sheet on monthly basis.
- Ensure all staff acknowledge receipt of their monthly salary by signing all payslips on monthly basis
- Supervisor and guide support staff at the base

Please send your application by email to ssccjobs2016@gmail.com / romano@ssccchurches.org by 17:00, Tuesday, 30th April, 2019 Alternatively you can as well drop a hard copy application to our Office at South Sudan Council of Churches Compound. Only shortlisted Applicants will be called for interviews, and no hard copy applications/Copies of Documents will be returned back to owners if not shortlisted or successful for the job.

(DO NOT SUBMIT YOUR ORIGINAL DOCUMENTS)





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- Ensure compliance of all the provisions of guidelines regarding personnel management procurement, sub contract and financial management.
- Perform any other duties as assigned by the line manager.

Competence and Personal Requirements:

- The ideal candidate for the position should preferably hold a Diploma/Degree in business Administration, accounting and finance
- A minimum of 2 year of experience preferably in an (I)NGO or faith based sectors
- Significant experience in computer skills (accounting software, Ms word and Ms Excel
- Security oriented and ability to work in stressful contexts with minimal amenities.
- Write and speaks fluent English (knowledge of local Arabic is an advantage)
- Experience in the Region of potential assignment is an asset.

The three month fixed-term contract will be offered (with one month probation period) with possibility on extension. The compensation is based on SSCC Salary System and depends on prior work experience.



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