

Republic of South Sudan



Ministry of Finance and Economic Planning

Institutional Support to Public Finance Management and Aid Coordination (PFAID) Project

Directorate of Aid Coordination

Our Ref:.....

VACANCY ANNOUNCEMENT

Date:.....

Post Title:	Senior Project Accountant
Duty Station:	Juba (With occasional visit outside Juba where applicable)
Duration of Assignment:	12 Months, with possibility of renewal
Implementing Agency:	Support to Public Finance Management And Aid Coordination
Funding Agency:	The African Development Bank Group
Grant Number:	5900155004152
Working hour:	Government office hours(8:00Am-5:00PM East African Time)
Expected Starting:	October 2016

Background

The Government of South Sudan (GoSS) has received Grants from the African Development Bank (AfDB) to finance the following projects (1) Institutional Support to Public Finance Management and Aid Coordination (PFAID) project; (2) the Good Governance and Capacity Building in Natural Resources Management (GGCB-NRM) Project and (3) the Gender Equality and Economic Empowerment for Inclusive Growth (GEEM-IG) project and intends to apply part of the proceeds to recruit a Senior Project Accountant to ensure successful implementation of the projects. The Senior Project Accountant will be part of the National Project Coordination Unit (NPCU) in the Ministry of Finance and Economic Planning in Juba, South Sudan and will be charged with the overall responsibility for the day-to-day coordination of the implementation of the three (3) African Development Bank financed projects mentioned above.

Purpose of the assignment: To provide financial support to the PFAID Project Team to implement project's activities as defined in the project development objectives and the Grant Agreements.

Specific Duties and Responsibilities:

Under the direct supervision of the National Project Coordinator, the Senior Project Accountant will ensure that the PFAID Project follows all key financial guidelines, compliance and policies in the effective implementation of Project objectives. This includes ensuring procurement, recruitment, financial compliances, accounting procedures and other key organizational activities are in compliance with the financial policies and guidelines.

Scope of Work

Stationed at the Project Office in Juba, the Senior Project Accountant will be responsible to the Project Coordinator. The Senior Project Accountant will be responsible for the overall financial administration of the PFAID Project in accordance with the legal requirements, highest ethical standards and internationally recognized financial reporting practices (IFRS).

Major responsibilities of the Senior Project Accountant will include, but not limited to:

- Assist to ensure timely recording and reconciliation of all financial transactions ensuring a high degree of accuracy, completeness and sufficiency of documentation for all transactions at all times.
- Take charge of all accounting and budgeting and prepare regular reports to Donors and the GoSS including the preparation of project financial reports (Interim Un-audited Financial Reports; Annual Consolidated Financial Statements) for all projects;
- Design and provide the National Project Coordinator with monthly analytical reports of the financial performance of the Projects;
- Manage the flow of funds within the Projects, ensuring timely replenishments of the special accounts and preparation of Disbursement Requests for Direct Payments;
- Manage the Projects' relationships with the banking institutions;
- Liaise with Auditor General's Office and /or recruited External Audit Firm and coordinate annual audits including taking responsibility for the timely submission of audited financial systems;
- Ensure proper control over all Project assets at the respective bureaus and for the maintenance of proper systems and procedures
- Ensure that Transparency, Accountability and Value for Money principles are adhered to the Projects;
- Provide coaching and training for all accounting staff who are associated with Projects at all levels including at States levels where appropriate.
- Assist in preparation of the annual budgets for all the projects under PFAID Project, monitor budget control and report variances between budget and actual expenses.
- Check payroll versus budgets and ensure that salaries are correctly allocated to projects consistent with standard operating procedures.
- Oversee the preparation of monthly bank reconciliations for all project accounts.
- Prepare and process payments, ensuring sufficient supporting documentation and reasonableness of such payments at all times.
- Assist to respond to general accounting questions and issues that arise from time to time, including during field Missions visits by African Development Bank.
- Ensure safe custody of all PFAID Project Accounting documentations i.e. payment invoices; and receipts, contracts, payment vouchers and PFAID Project payment support documentations.
- Perform any other tasks assigned by the National Project Coordinator

Minimum Qualification and Other Requirements

Qualifications

- CPA or ACCA Qualification is highly required, a Bachelor's Degree in Finance; Accounting; Business Administration or Commerce is highly desirable.
- Master's degree such as MBA or Accounting and Finance may be an added advantage.
- Minimum of five Years of relevant professional experience in financial management, accounting; preferably for any international NGO supported through donor funding or any governmental institution.
- Knowledge of donor funded project management and implementation is required

- High level of attention to details in all aspects of work responsibilities.
- Strong written and verbal communications skills combined with the ability to work collaboratively with diverse group.
- Good communication skills, working experience on computer software(especially MS Word, MS Excel and PowerPoint) and good command in written and spoken English
- Ability to analyse and interpret governmental and organizational rules and regulations;
- Capacity to identify essential elements of complex accounting issues;
- Capacity to work both independently as well as a member of a team.
- Willingness and enthusiasm for working in team.

Application procedure.

Interested candidates (individuals) should submit an updated CV and cover letter with supporting academic and other relevant work-related documentations in English no later than 30 September 2016, by email or hand-delivered to the below address:

Project Coordinator, PFAID Project, Ministry of Finance and Economic Planning;
Mark as follows: 'Application for the post of Senior Project Accountant'

OR submit by Email to: amorobert2004@yahoo.com, and copied to emmanuelmoyaagva@gmail.com

