

20th June, 2017.



Save the Children

External/Internal Job Advertisement

VA –NO: 2017/03/AAA.I

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title: Financial Accountant.
Location: Juba
Reports to: Country Finance Manager
Contract period: 6 Months – with possibility of extension.



JOB PURPOSE:

To support and strengthen the integrity of finance systems, ensure smooth financial operations for supporting programme work and responsibility for updating and generating timely financial information for use by country management

KEY AREAS OF ACCOUNTABILITY:

Key accountabilities

- Recording Financial Transactions in Agresso:
- Ensuring that documentation is accurate, authorised and complete for all financial transactions.
- Maintaining easily accessible (physical and online) filing systems for all cash, bank and general ledger vouchers.
- Reviewing bank and cashbooks for all expenditure and income to ensure that they are correctly coded.
- Ensuring that all income and expenditure is adequately authorized prior to uploading in the system.
- Ensuring that the SCI financial procedures for Bank and Cash are always followed.
- Passing of correction journals in the system
- Uploading the field offline spread sheets into Agresso
- Checking all the transactions are entered correctly
- Ensure accounts and transactions are regularly allocated

2.0 Month end closure

- Carry out all month-end closures steps
- Ensure timely closure of monthly accounts
- Maintain month end closure check list and ensure that it is closely followed.
- Carrying out bank reconciliations in the system
- Ensuring all data is fully booked in the systems.
- Support field office locations in completing their month end requirements.
- Provide feedback and training on Agresso to these locations. Maintain a tracker to monitor field office submissions.

3.0 Monthly Control Checklist

- Support the Finance Manager in preparation of the Monthly Control Checklist (MCC) and the Monthly Financial Review (MFR) Reports
- Carry out account allocation
- Prepare and review all balance sheet control accounts with an emphasis on the monitoring of accounts; Intercompany, Accruals, Cash In Transit, Prepayments, Staff Advances and Programme Advances.

4.0 Agresso System

- Champion the use of Agresso in the Country Office
- Liaise with FMS Support to ensure codes for the Country Office are kept up to date (Staff, Projects, Partners, Suppliers, Assets, Property etc.)
- Ensure the uploaded information is correct
- Creation of new accounting codes as required for new Donor grants.
- Proposing and implementing agreed improvements & systems enhancements for financial administrative systems and procedures to ensure maximum efficiency in South Sudan programme

5.0 Training

- With the support from the finance manager organise training on the SC accounting systems to both financial and non-financial staff
- Train the field office finance staff on how to complete Agresso offline spread sheets
- Train field office finance staff on SCI's financial polies and procedures.
- Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post
- The role will need the candidate to perform any other duties and tasks, which are commensurate with the responsibilities and level of the post.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

Essential

- Professional qualifications in Accounting or Degree in accounting. CPA, ACCA or CIMA will be an added advantage.
- At least three year's INGOs experience especially in budget setting and financial accounting
- Knowledge of accounts receivable and accounts payable processes
- Highest standards of ethics and integrity
- Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building.
- Strong computer skills, especially on Accounting packages
- Ability and willingness to work under pressure as part of a professional team.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Willingness to travel to field offices occasionally

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. On e-mail to: jobs.southsudan@savethechildren.org.
The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is **7th July, 2017 by 4:00 PM**, hand delivered to the HR Department before closing date.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

Disclaimer:

Save the Children International does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents