

**The International Committee of the Red Cross (ICRC)** is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 13,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are more than 700 ICRC staff working in Juba, Bentiu, Malakal, Rumbek and Wau.

**ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.**

For more information, visit website: <http://www.icrc.org/>

## **Accountant 1**

based in Wau

### **AIM OF THE POSITION**

- Accountant 1 is in charge of preparing, reconciling and analyzing the accounting records and financial reports of the delegation/other structure under his/her responsibility.

### **CORE RESPONSIBILITIES**

- Ensures respect of financial procedures and guidelines by the finance team and all staffs; liaises and collaborates closely with the cashier; prepares various financial reports upon requests of other departments;
- Analyses certain field expenses, proceeds with the follow-up and proposes corrective measures;
- Verifies validity of invoices, translates them in English when necessary and checks that all supporting documents, codes and required approvals are correct before submitting to the supervisor for signature;
- Makes monthly forecast and carries out detailed treasury and cash flow management, submitting requests for cash replenishment and external transfers;
- Monitors the accounting receipts and checks potential fraud.
- Ensures the finance files are up-to-date and organized; makes timely and accurate recording of financial transactions in the accounting software by respecting the existing tools and templates
- Incorporates financial data into the software and reviews all entries and make necessary corrections if needed;
- Collects the bank statement and prepares the monthly bank Reconciliation and explains any discrepancies;
- Together with the cashier, prepares and controls the cash reconciliation and explains any discrepancies;
- Participates in the monthly closing of the accounts exercise, performs various analytical and quality checks and makes correction accordingly;
- Updates the closing files on a monthly basis
- Organizes accounting documents as per established procedures and ensures their monthly sending in respect of the financial agenda;
- Is responsible for the completeness and compiling of accounting documents before sending the monthly accounting documents to auditors

The tasks and responsibilities defined above are not exhaustive and can evolve depending on organizational needs.

### **POSITION REQUIREMENTS**

#### **Education and professional qualifications**

- Completed secondary schooling and vocational training.
- Certificate in accounting.
- 1-2 years' work experience in a similar field. More experience in finance, accounting, bookkeeping, bank industry, administration or similar position is an asset and preferred
- Experience of international organizations an asset
- Sound knowledge of accounting software.
- Good level of English
- Computer proficiency

## Personal Competencies

- Genuine interest to work in humanitarian aid field;
- Good rigor, method and analytical skills;
- Ability to demonstrate flexibility and take initiative;
- Ability to work under minor supervision;
- Very good communication and negotiation skills;
- Assertiveness and enthusiasm;
- Strong sense of responsibility;
- Attention to details;
- Good team player;
- Capacity to train and to supervise;
- Treat information confidentially.

## HOW TO APPLY

Interested candidates should submit their application clearly marked "**Accountant 1 - Wau**" (including C.V. written in English) and copies of certificates at latest **Thursday, 26<sup>th</sup> April 2018** to the [HR Manager](#).

**either:** At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

**or** By email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)