



# Christian Mission for Development

*Transforming lives, building communities*

## **Job Vacancy – Field Accountant (1) Longechuk County)**

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**Location: Longechuk County, Upper Nile State**

**Reports to: Field Coordinator—Mathiang Field Office**

**Job Commencement (start in 1<sup>st</sup> August 2018 and end on 31<sup>st</sup> December 2018 – renewal based on performance)**

### **About CMD**

Christian Mission for Development (CMD) is a registered non-profit, humanitarian relief and development organization based in Juba, South Sudan. CMD was founded in 2005 following the signing of Comprehensive Peace Agreement – CPA. Since then, CMD has been operational as a humanitarian and development organization mitigating suffering, providing lifesaving assistance and holistic social services to most vulnerable communities focusing especially on women, children and youths in South Sudan. CMD will implement a 2-year Education Program in Longechuk County funded by UNICEF.

### **Our Vision**

“CMD envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance”

### **Our Mission**

“CMD exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance”







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## Job Description

CMD is looking for a qualified Field Accountant who will work in Longechuk County to effectively support the implementation of Education programs. The Incumbent will be directly answerable to the Field Manager. The job functions will include but not limited to the followings:

## Duties and Responsibilities

You will be responsible for, but not limited to, the following tasks:

1. Perform accounting work including interpretation and processing of entitlements and payments as well as maintenance of various administrative and financial records and files at the field level;
2. Monitor holdings and use of funds in field office; notify and liaise with Project Managers and Juba Coordination Office on the usage of project funds;
3. Oversee and ensure timely financial reporting to Juba Finance office;
4. Liaise with the Juba Coordination Office Finance Officer, from time to time, to give guidance and advice to project staff on financial management and accounting principles, as well as on any issues they might have when reporting;
5. Review monthly (and all other) financial records in the field and make sure they reconcile with all the back-up document before sending to the Juba office;
6. Review monthly field replenishment requests, including any incomes, to ensure ideal fund holdings in the field account;
7. Recommend and assist in the implementation of new or revised accounting systems, procedures, and records;
8. Responsible for ensuring compliance of standard practices, including CMD's financial and policy manuals;
9. Prepare and send request for cash to Juba office for the implementation of activities;
10. Assist in the preparation/revision of budgets at field level, including applicable recurring expenditures, and maintain necessary budgetary control records;

## Cash Management

1. Ensure safe custody of organizational assets, including cash;
2. Receive and record the incoming payment requests such as bills or invoices and distribute to the appropriate technical and operational staff
3. Manage petty cash account and maintain detailed documentation in accordance with CMD Policies.







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## Required qualification / Skills/Experience:

- ❖ A Diploma in Accounting, Business management or CPA/ACCA; Secondary school certificate with extensive work experience in Finance will be accepted in lieu of Diploma
- ❖ 2 years relevant experience with a humanitarian organization
- ❖ Knowledge of QuickBooks and other accounting software an advantage
- ❖ Computer knowledge specially Microsoft office
- ❖ Must be able to learn quickly and adapt to CMD's operation principles
- ❖ Upholding good Christian Values and high moral standards
- ❖ Excellent communication skills in English and Arabic.
- ❖ Ability to work selflessly with the community of Greater Longechuk
- ❖ Excellent organizational skills

## How to apply:

To apply, please send your CV and a cover letter highlighting **why you would like to apply for the job** to CMD Field Offices C/O Relief International (RI) Compound in Mathiang or E-mail your application to the following e-mails [hrcmdsouthsudan@gmail.com](mailto:hrcmdsouthsudan@gmail.com) [education@cmdafrica.org](mailto:education@cmdafrica.org), [cmdsouthsudan@gmail.com](mailto:cmdsouthsudan@gmail.com) **by 15 /July /2018** with the email subject "**Field Accountant – Longechuk**". Please also include the names and contact details of two referees.

