



## Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

**Vacancy:** Field Accountant  
**Reports to:** Deputy Finance Manager  
**Duty Station:** Juba  
**Start Date:** ASAP  
**Deadline of Application:** 6<sup>th</sup> July 2017



### SUMMARY

Responsible for implementing, and coordinating all financial and budgetary aspects of programs assigned in South Sudan; responsible for administrative field accounting, expenditures, bookkeeping and payroll related to the specific programs and projects as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain detailed records for all financial transactions in an organized and professional manner.
2. Perform daily functions including recording all cash, check and bank transfer transactions, maintain cash and bank ledgers, monitor cash advances and field expense reports, reconcile cash on hand and monthly bank reconciliation.
3. Provide required monthly financial reports by specified deadlines to the Finance Manager as assigned.
4. Ensure financial/accounting activity is carried out in accordance SP's field accounting policies and perform other duties as assigned.
5. Review and ensure accuracy of financial transactions for SP field operations based in the region as appropriate (includes vouchers, FERs, Cash Advances, transfers, etc.).
6. Ensure adequate cash flow for operations and safety of financial resources at base.
7. Ensure all cash is reconciled on a weekly basis, reporting any over/under to country office and investigate any over/under situations.
8. Administer all cash advances to employees and partners, reconciling all receipts and remaining cash at month's end.
9. Maintain close and cooperative working relationships with fellow financial staff and the Finance Manager.
10. Provide support to Base Manager and/or Program Managers with regard to financial policies/practices and related areas as required.
11. Ensure contracts are current on all rental properties, facilities, and vehicles.
12. Identify areas for financial and administrative improvement and work to implement feasible improvements.
13. Prepare and submit month-end reports to SP office regarding country-wide operations in a timely fashion.
14. Follow all procedures provided by Finance Manager and Country Director.
15. Maintain accuracy in financial records and perform other duties as assigned.

16. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
17. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
18. Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

#### **SUPERVISORY RESPONSIBILITIES**

Provides limited supervision to others through motivation, direction, review and feedback of assigned tasks.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university in finance or related field and one to two years related experience and/or training; or equivalent combination of education and experience. 12 credit hours of college-level Biblical studies strongly preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**How to apply:** Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID card for clear nationality identification to Samaritan's Purse – Juba Office by **6<sup>th</sup> July, 2017**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: [recruitsouthsudan@samaritan.org](mailto:recruitsouthsudan@samaritan.org)

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

