Plan International
South Sudan
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PLAN INTERNATIONAL, SOUTH SUDAN
JOB ADVERT

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (1)

Job Title	**: Project Accountant**
Grade	:
Tenure	: **6** (Six) Months
Department	: Finance
Reports to	: Senior Country Accountant
Location	: Juba

I. Job Summary:

This position holder is to ensure that a sound accounting, financial management, internal control systems and procedures are in place for the smooth running of Plan's grants finance portfolio in South Sudan.

Key End Results and Typical Responsibilities

- Review of Payment/Journal voucher packages and ensure they are in line with Plan procedures/controls and aligned with donor requirements.
- Ensure timely update of grants records in SAP which include setting up accurate donor budget lines, derivations & mapping of donor project

National Organisations: Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States. Programme Countries: Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe
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Approved 23 MAR 2016

account lines to grants, updating grants quarterly budgets and facilitating grants closure processes in SAP

- Responsible with monitoring of project budget and ensure spending is in line for approved grants projects and support Program team with monthly updates of project line item budget vs actual variance reports.
- Ensure all intercompany charges relating to the assigned projects are properly authorized and passed to relevant COs/IH/NOs timely and facilitate real time data capturing of passed intercompany charges to grants projects.
- Responsible with following up grant income for locally raised grants, data capture the income timely in SAP and timely append income to appropriate grants.

Financial reporting

- Responsible with timely preparation of accurate donor financial reports for the allocated grant portfolio and coordinate timely submission to donors /NOs after approval in line with donor reporting timelines.
- Review grants liquidation reports prepared by Field Staff and ensure timely data capture in SAP
- Responsible with filling and record keeping of grants accounting records, which include expenditure vouchers, financial reports and donor related communications and agreements (copy FAD ,approved budget and project visit reports)

Cash and Budgetary control

- Responsible with project budget review and ensure that all payments effected have adequately funded budget and are properly approved by Plan Managers with delegated authority
- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the CFM
- Effectively participate in proposal development process ensuring full costing of projects and participate in project start up workshops

- Track and data capture cost recoveries in projects monthly and timely post journal entries in SAP, and consolidate cost recovery analysis reports.

Internal Financial Controls & Compliance

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Child Protection Policy; Code of Conduct and the related mandatory reporting responsibilities.
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- Maintain the Fixed Assets register in SAP asset accounting system for the allocated projects, track movement of grants assets and conduct bi-annual physical asset verifications
- Identify and timely reporting of risks through the Plan risk management process and

Partner and Field Support Visit

- Verification of direct benefits distribution to communities
- Project support visits atleast bi-annually to Partners, Plan PU and field offices, verify on site and ensure project implementation is in line with donor requirements and share project visit reports with Project Managers and line Managers.
- Participate in partner financial management capacity assessments

Dealing with Problems

The position involves a high degree of complexity in resolving a wide range of challenges which typically occur in donor financial reporting, donor budget management and corporate finance systems which include:

- Staff capacity building skills to ensure that staff understand the existing Donor requirements, Plan procedures, controls and processes for compliance and efficiency

- Ability to analyse data and draw conclusions thereof – mainly for donor budget management and reporting

Communications and Working Relationships

- **Internal:** Country Finance Manager
- Resource Mobilisation Team
- Project Managers
- PUMs & Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit
- Emergency Response Manager (ERM) and team
- Disaster Risk Management (DRM) Manager and team

External:

- National Offices and donors for grants financial reporting and compliance
- Partners for advance management
- Service providers for tax management

Knowledge, Skills and Behaviours Required to Achieve Role's Objectives

- A University degree in Accounting or a professional qualification such as CIS , CPA,ACCA or equivalent
- At least 5 years' experience in a similar role in an INGO environment
- Excellent knowledge of grants management in complex environments
- Experience in capacity building for staff development – both Plan and NGO partners
- Good speaking, writing and understanding of English Language.

Skills

- Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels
- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.

- Documentation reviewing skills for effectiveness and time saving
- Excellent Personal Computer skills in Microsoft Applications
- Good management skills and analytical skills
- Communication skills, appropriate to the audience and able to solve problems
- Proficient in computer skills and use of relevant accounting software packages

Behaviours

- Ready and able to explain the processes, controls, and procedures of Plan whenever the need arises
- Innovative, field oriented, good team member.
- Ability to work under pressure and with minimum supervision
- Team leader as well as a team player
- Creates strong sense of purpose within team and to stakeholders
- Gains, develops and retains credibility about his/her performance

All applications marked on the right hand corner of the envelope "Application for the Position of "Project Accountant" should be addressed to:
The HR & OD Business Manager
Plan International South Sudan – Country Office Next to MTN Centre
Or you can submit via this email:recruitment.hr@plan-international.org
The closing date for receipt of applications is before close of business on April 8th, 2016.

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

JUBA COUNTY COMMISSIONER OF LABOUR
Approved Duly
23 MAR 2016
C.O. - JUBA