



ADVENTIST DEVELOPMENT  
AND RELIEF AGENCY  
SOUTH SUDAN



Munuki SDA Compound  
Box 247  
South Sudan

## VACANCY ANNOUNCEMENT

**Job Title:** ACCOUNTANT

**Minimum Qualifications:**

- B.A. degree in Accounting, Finance, Economics, Business Administration with courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent). MBA or Master's degree in related field with a focus on Accounting will be added advantage.
- At least 3 (three) years in accounting or finance positions, preferably in humanitarian agencies.
- Good knowledge about WFP, DFID, USAID, DANIDA and NORAD donor funding regulation and finance report.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications. Knowledge of Sun Systems financial accounting package or similar financial reporting software highly preferred.
- Strong ability to understand the flow of transactions.
- Good Command of English (speaking, reading and writing)
- Ability to work well with a team in an intense environment
- A self-starter and able to prioritize workload, multiple task and meet deadlines
- Willingness and flexibility to work as part of a team.
- Social and cultural understanding.
- Good numeric comprehension.
- Willingness to work additional hours in order to meet tight deadlines.
- Excellent written and verbal communication and interpersonal skills.
- Attention to detail and accuracy.
- Planning and organizing.
- Be honest at all time and conform to the regulations of the agency and/or the Seventh - day Adventist church.

**Job Location:** Juba – South Sudan  
**Direct Supervisor:** Finance Director/ Finance Manager  
**Supervises:** Accounts Assistants/Field Cashier

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**Job Summary:** Prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.

**Duties & Responsibilities:**

1. Prepare chart of accounts for new projects budgets.
2. Setting up new projects books in Sun system.
3. Post projects or Administration documents such as cheque payments, bank transfers, journal vouchers and cash receipts.
4. Ensure that payment vouchers bear the necessary requisitions/approvals and supporting documentation.
5. Prepare monthly bank and project reconciliations for the assigned projects.

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ADRA South Sudan



6. Compile and analyze financial information to prepare financial statements including monthly, annual and closeout financial statements and prepare donor reports as per donor reporting schedule and format for the projects assigned.
7. Submit monthly reports by the 5<sup>th</sup> of preceding month.
8. Resolve accounting discrepancies and irregularities.
9. Daily and Weekly Back-up all financial reports either from Projects or Administration.
10. Print monthly, annual and end close financial reports for Projects and Administration and distribute accordingly.
11. Assist in the preparation for Projects or Administration Audits end closure procedures.
12. Filing journal and bank vouchers.
13. Assist in budget realignments
14. Ensure that all procurement follows all aspects of ADRA South Sudan procurement policy including requirements for competitive bids.
15. Prepare and make tax and social security payments on a timely manner.
16. Field travel on duties assigned by the Finance Director.
17. Ensure all the project vouchers are scanned uploaded to the server.
18. Prepares cashflow/pipelines for assigned project funds forecasting on a regular basis.
19. Translate supporting documents (invoices/receipts/d delivery notes) to English.
20. Assist the Finance Assistants/Cashier as necessary to ensure timely and accurate performance of all month-end-routines.
21. Ensure that all Administration/project advances are cleared on a monthly basis.
22. Other duties as assigned by the Finance Director.

**Performance Indicators:**

1. Nil unauthorized absences during official organizational working hours other than those coordinated with the supervisor.
2. Accurate and timely posting.
3. Accurate assignments of accounts in journalizing.
4. Accurate and timely reporting.
5. Deadlines met for monthly, annual, quarterly and closeout financial reports to donors.
6. On time and consistent attendance record.
7. Pipeline prepared quarterly
8. Honesty and integrity in all work activities.

**The deadline for receiving applications is Monday 30<sup>th</sup> September, 2019.**

**Interested candidates are asked to submit their applications (including an application letter with CV) to ADRA South Sudan E. Mail: [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org)**

**Only short-listed candidates will be contacted.**

