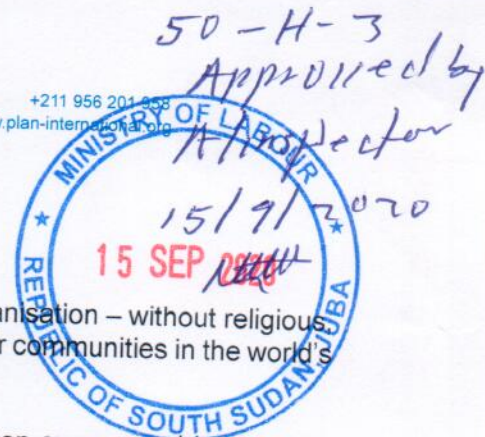




Plan International
South Sudan
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**PLAN SOUTH SUDAN
JOB ADVERT**

Plan International is a Child Centered Community Development organisation – without religious political or governmental affiliation – that works with children and their communities in the world's poorest countries to make lasting improvements in their lives.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalised group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their 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 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	: Assistant Accountant
Grade	: C2
Tenure	: 9 months
Department	: Finance
Reports to	: Senior Country Accountant
Location	: Juba

I. Job Summary

- Reports directly to Senior Country Accountant
- Works in collaboration with the Country Grants & Finance Manager, PIAM, Project Managers, Heads of Department, AFMs, other Grants Accountants and implementing partners.
- Responsible for recording payments and receipts for CO monthly reporting ensuring adherence to financial controls, processes and procedures of donors

II. Key End Results and typical Responsibilities:

- Responsible custodian and Management of cash in the safe at Country Office and make disbursements as appropriate, in line with Plan's procedures.
- Ensure timely data entry of accounting transactions in Accounting system / SAP: invoices, cash receipts and payments
- Maintain monthly cash receipt tracker and timely banking of cash
- Responsible with real-time payments/journal vouchers are parked in SAP to facilitate accurate and smooth month end process
- Responsible to prepare daily cashbook, weekly and monthly cash tracker and submit to Senior Country Accountant, and ensure all bank queries are resolved timeously
- Record keeping - Filing of all finance documents and maintain a retrievable document filling system
- Assist to reconcile monthly inter-company transactions between Plan international Country Office, RO finance office, International Head quarter and National offices.

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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- Assist in annual budgeting and year-end process
- Prepares payment requests, process cheques/ transfers to suppliers, staff and partners
- Assist in liquidation data entry in SAP
- Monitors petty cash balance and timely request for replenishment of petty cash
- Ensure safe keeping and custody of Finance security documents such as cheques books, signed cheques, Finance registers

Internal Financial Controls & Compliance

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding Children and Young Peoples Policy (SCYPP); 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.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities for CO and FO before due dates.
- Identify and timely reporting of risks through the Plan risk management process and implement controls
- Responsible with responding to audit requests that is directed to her timeously and retrieving support documentation.

III. Dealing with Problems:

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

- Ability to work independently with minimal supervision
- Working in partnership with different organization culture and ensure project results are achieved timely without compromising with quality
- Appreciation of child rights and gender equality
- Flexible to handle any other job related responsibilities as assigned by the SCA or CFM

IV. Communications and Working Relationships:

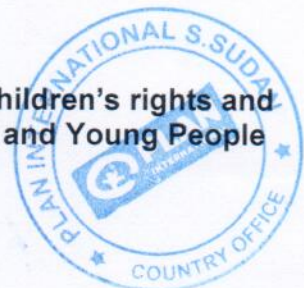
Internal

- CO Finance Team
- PIAM & CO Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit
- Global Assurance Team and External Auditors
- Programmes Team
- Other Plan staff

External

- National and State taxation offices
- Banks
- Partners for advance management
- Service providers for payment management

“Plan International strives for a just World that advances Children’s rights and equality for girls in line with Plan’s Safeguarding Children and Young People Policy Commitments”





V. **Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:**

Knowledge

- A University degree in Accounting or its equivalent
- At least 6 months or a year experience in a similar role in an INGO environment will be added advantage
- Good speaking, writing and understanding of English Language.
- Skills in computer usage-MS office and E-mail systems

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.
- Good management skills and analytical skills
- Communication skills, appropriate to the audience and able to solve problems

Behaviours

- Ready to learn and able to explain the processes, controls, and procedures of Plan whenever the need arises
- Innovative and good team member.
- Ability to work under pressure and with minimum supervision
- Creates strong sense of purpose within team and to stakeholders
- Holds self and others to account to deliver on agreed goals and standards of behaviour
- Focused and results oriented
- Aware of the impact of her behaviour on others
- Promotes innovation and learning

All applications marked on the right hand corner of the envelope "Application for the Position of "Assistant Accountant" should be addressed to:

**HR & OD Business Partner
Plan International South Sudan Country Office
Hai Jerusalem
Juba**

You can also send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on 5th October 2020.

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.

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