



Plan International  
South Sudan  
Hai Cinema  
P.O. Box 182  
Juba

Tel: +211 956 201 958  
www.plan-international.org

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Approved by  
MOL R SS  
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## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organization – 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.

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

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all 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	:	Field Project Accountant
Grade	:	D-1
Tenure	:	6months
Department	:	Finance
Reports to	:	Area Finance Manager
Location	:	PIBOR.

### Job Summary

This position is responsible for donor financial reporting, ensuring that sound financial management, internal control systems and procedures are in place for the smooth running of SSHF project Pibor-South Sudan

### Key accountabilities and Ends Results.

- Review of Payment/Journal vouchers for completeness and ensure they are in line with Plan procedures/controls and aligned with donor requirements.
- Managing cash transactions at Field Office and make disbursements as appropriate, in line with Plan's procedures and donor procedures.
- Ensure timely update of accounting transactions in Accounting system / SAP

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.

Plan Limited, registered in England no 3001663. Registered address as above.



- Responsible with monitoring of project budgets in Rumbek and support Program team with monthly updates of project line item budget vs actual variance reports.
- Ensure all intercompany related expenses are properly authorized at Field Office and recharged timely to relevant Offices (COs/IH/NOs).
- Responsible with following up grant income and data entry Donor Offices at Field Office.
- Responsible with effecting cost recoveries monthly in grants projects in line with Plan's cost recovery guidelines
- Responsible with real-time payments/journal vouchers posting in SAP to facilitate accurate and smooth donor reporting at month end.
- Attending meetings and workshops as required on matters pertaining to efficient financial management of the grants portfolio in the Field Office.
- Conduct bi-annual physical asset verifications, in conjunction with Local Admin Team

### Financial reporting

- Responsible for timely and accurate donor financial reporting.
- Responsible with timely liquidation of Field program expenses for accurate donor financial reports
- Review staff advances liquidation reports prepared by Field Staff and ensure timely liquidation, data entry in SAP and timely follow up of any overdue advances.
- Responsible with Field Office filling and record keeping of 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

- Prepare bi-weekly and quarterly cash forecast for the FO and ensure the FO is adequately funded.
- Prepare daily cashbook tracking and monthly cash reconciliation for the Field Office and ensure all queries are resolved timeously (within 7 days)
- Conduct petty cash counts and spot checks at least once per week
- Responsible with project budget review, expenditure verification and ensure that all payments effected have adequately funded budget and are properly approved by Plan Managers with delegated authority in the Field Office
- 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

### 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 in liaison with CO before due dates.
- Identify and timely reporting of risks through the Plan risk management process and implement controls

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- Responsible with responding to grants audit requests timeously and retrieving support documentation.
- Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in SAP before project end date.

### Partnership Management

- Training of communities in financial and record maintenance and facilitate Community & Partner training in financial management as and when required.
- Verification of direct benefits distribution to communities
- Project support community visits at least once a month to 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
- Prepare monthly partner advance tracking register for review and follow up outstanding liquidations from partners.
- Provide training to staff on corporate finance systems, Plan Policies and donor procedures

### Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

### Dealing with Problems/Risks

The position involves a high degree of complexity in resolving a wide range of challenges which typically occur in Field program operations, 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
- Regular review of control processes to minimize financial risk to the organisation
- Audit planning and audit action implementation skills to help improve financial controls around donor funds management
- 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
- Managing donor grants with strict reporting deadlines
- Working effectively in multiple communities and environments
- Operating in remote areas and with vulnerable communities

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- Appreciation of child rights and gender equality
- Flexible to handle any other job related responsibilities as assigned by the PAIM or CFM

### Communications and Working Relationships:

#### Internal

- Country Grants and Finance Manager
- Country Senior Accountant
- CO Finance Team
- Project Managers
- PIAM & CO Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit
- Emergency Response team
- Global Assurance Team and External Auditors
- Programmes Team
- Technical Experts
- Other Plan staff

#### 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:

#### Knowledge

- A University degree in Accounting or a professional qualification such as CIS, CPA, ACCA or equivalent
- Master degree in Business administration (MBA) will be an added advantage
- 2-3 years' experience in a similar role
- Excellent knowledge of grants management in complex environments
- Experience in capacity building for staff development
- Good speaking, writing and understanding of English Language.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development
- Strong knowledge in the use of SAP and other Accounting Corporate software
- Advance level 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.
- Documentation reviewing skills for effectiveness and time saving
- Excellent Personal Computer skills in Microsoft Applications
- Ability to lead teams - with both common and diverse objectives

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- 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

## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

### Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will required to travel to the field very frequent

### Level of Contact with Children

**High Contact:** Low direct interaction with children and their families.



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### Applications Submission Details.

All applications marked on the right hand corner of the envelope "Application for the Position of **Field Project Accountant – PIBOR**" should be addressed to:

The HR &OD Business Partner  
Plan International South Sudan  
HAI Jerusalem, Juba.

You can also send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on **3<sup>rd</sup> August, 2021.**

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

**Note:** Only short listed applicants will be contacted and applications once submitted is not returnable.



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