



Plan International  
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## PLAN INTERNATIONAL SOUTH SUDAN

### JOB DVVERTISEMENT – (4 Months Maternity Cover Only)

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

In order to enhance its response program, **Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of “Finance Assistant – Based in Juba”.**

#### No. of Vacancies (1)

<b>Job Title:</b>	Finance Assistant – (Maternity Cover Only)
<b>Tenure</b>	4 Months only
<b>Grade</b>	C2
<b>Department</b>	Program operations
<b>Reports to</b>	Senior Country Accountant
<b>Location</b>	Country Office – Juba

#### Purpose of the Role:

Plan International South Sudan programme is highly dependent on grant funding, much of which is for emergency response projects. The incumbent will support the Senior Country Accountant in providing timely and reliable financial and analysis that leads to effective decision making. The key purpose of the post 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.

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The post holder reports to the Senior Country Accountant and is responsible for staff advance management, Partner advances management, vendor accounts management, field operational cash management, accurate transactions processing, financial reporting and analysis, and internal financial controls enhancement



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## ACCOUNTABILITIES AND MAIN WORK ACTIVITIES



### Managing vendor accounts (30%)

- Preparation of payment requests, process cheques/ transfers to suppliers, staff and partners.
- Inputting all Payments into Omni Plus and Printing out the Payment Advices/Proof for the Various Transactions.
- Printing all SAP Documents before any, Payments are approved online.
- Ensuring Document Processing is done on timely Basis via F-53.
- Ensure PIT and Withholding Taxes are paid timely before 15Th of Every Month.
- Ensure All documents are Parked in SAP and Taken for Posting to the Authorized Staffs.
- Ensure the Cash tracker for ECO Bank and KCB Accounts are Updated Daily and Submitted to the Supervisor Every Friday.
- Ensure Petty Cash is updated on a Daily Basis and Cash Count Submitted to the Supervisor Every Friday for Signatures.
- Reconcile operational cash advances to the Field Offices, review liquidations and timeous data entry of liquidations after approval in SAP.
- Real-time data entry and accurate processing of payment request documents and journals in SAP.
- Record keeping - Filing of all finance documents and maintain a retrievable document filling system
- Ensure Cash Instalments/Advances are Transferred Via the Bank to the specific Field Locations with Account Numbers

### Cash and Budgetary control (35%)

- Assist in the Annual budget formulation process and budget monitoring
- Ensure that all payments effected have adequately funded budget lines and are properly approved by Plan Managers with delegated authority

### Internal Financial Controls & Compliance (30%)

- Ensure that all payments, staff and operational cash advances operate in line with approved Plan policies and procedures.
- Share good experience/practice among the team.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and procedures.
- Responding timeously on audit requests and queries and Follow up on finance-related audit actions.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Promotes and abides by Plan policies and procedures including but not limited to: Gender equality mainstreaming, Child Protection Policy; Code of Conduct and the related mandatory reporting responsibilities.

### B. Public Relations/Media (5%)

- Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims, especially children and women.

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## **Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)**

- 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**

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organisation.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- Ensuring active and full participation all stakeholders.

## **Leadership and BUSINESS management COMPETENCIES (10%)**

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

## **BUSINESS MANAGEMENT COMPETENCIES (10%)**



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- Understand relevant sectorial context including how the sector operates in terms of partners we work with and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

#### Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

##### Knowledge

- Minimum Accounting diploma or equivalent qualification
- Experience in a similar role working in a computerized accounting office.

##### Skills

- Analytical skills
- Communication skills, appropriate to the audience
- Problem solving
- Excellent interpersonal skills
- Proficient in computer skills and use of relevant accounting software package

#### Communications and Working Relationships:

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact

##### Internally;

- Works with the Finance Manager, CO Senior Accountant, other Assistant Accountants, Project Accountants, Grants Accountant, Logistics and Administration, Signatories, Field staff,

##### Externally;

- Functional networks and external stakeholders.

#### 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 organization 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 maximize 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.

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- 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 be required to travel to the field very frequent

#### **Level of Contact with Children:**

- High level of Contact with Children:

#### **Inclusion and Diversity.**

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

#### **Employment of Relatives:**

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

#### **Application Submission Details:**

All applications marked on the right hand corner of the envelope “**Application for the Position of “Finance Assistant – Maternity Cover – Juba”**” should be addressed to:

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

Applications should be submitted in hard copies to Plan International Office in Juba.

**OR You can 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 Thursday, 16<sup>th</sup> March 2023.**

**Note: Applications submitted are non-returnable.**

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