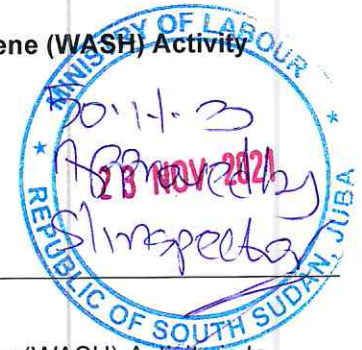


**USAID Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity**  
**SCOPE OF WORK**

**TITLE:** Accountant (Officer/ Specialist)  
**DURATION OF CONTRACT:** LTTA  
**LOCATION:** Juba, South Sudan  
**SUPERVISOR:** Finance Manager

**Project Background:**

The purpose of the Gender Aware, Sustainable Water, Sanitation and Hygiene (WASH) Activity is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Gender, Aware, Sustainable WASH Activity intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Urur, Duk, and Pibor.

**Position Summary:**

The Accountant (Officer/ Specialist) will be responsible for assisting the Finance Manager with establishing and maintaining the project's financial systems. Job responsibilities are concentrated in the spheres of financial management and support services, including managing and accounting for day-to-day cash inflows and outflows, and assisting the Finance Manager in preparation of monthly reporting to the DT Global home office. The Accountant will also support the finance team in establishing and maintaining financial systems and records according to DT Global South Sudan and US Government rules and regulations and may, as delegated by the Finance Manager and Operations Director.

This position may be hired at an Officer or Specialist level, with applicant's CVs assessed based on the qualifications listed below.

**Duties and Responsibilities:**

- Maintain all the accounting ledgers and cashbooks assigned, and conduct reconciliations on a timely basis
- Maintain petty cash in coordination with the HR and Admin Assistant, ensuring all expenses are reasonable and appropriately authorized and recorded to appropriate accounts/projects/donor
- Contribute to ensuring integrity of financial transactions, budget revisions, availability of funds, reconciliation of accounts, maintenance of accounting ledgers and records, and establishment of internal control mechanisms
- Ensure all purchases have been made following DT Global South Sudan purchasing procedures and have all relevant supporting documentation attached to payment request
- Monitor outstanding local advances and ensuring they are cleared on a regular basis as required by DT Global South Sudan policies
- Review and reconcile physical cash to the cash tracking sheet daily, and to the cash book weekly
- Supervise Quicken data entry for all ledgers and perform regular review prior to supervisor and leadership approval of monthly financial data
- Assist in the preparation of monthly support schedules and month-end accounts
- Ensure that month end file is properly organized and completed with all the required documents
- Support the preparation of monthly check and bank reconciliations
- Support the preparation of monthly support schedules and month-end accounts
- Follow up with program sub-offices to ensure that cash books and supporting documents at month end are submitted to the Juba office on a timely basis, and once received, liaise with Finance Manager to ensure records are properly arranged and ready for review
- Prepare weekly cash report and submit it to the Finance Director for review

- Assist in review of check register and reconciliation of bank book to bank statement monthly
- Collate monthly funds requests from field sites and sub-offices, and report needs to supervisor and program leadership to ensure sufficient funds are on hand
- Review and process payroll including reconciling payroll entries
- Ensure payroll remittances are made each month on a timely basis
- Support the Finance team to follow up with the Human Resources Unit to ensure that tax statutory deductions, including applicable taxes for South Sudan staff are paid on time
- Maintain tracker for social insurance contributions and taxation remittances
- Conduct finance orientation and induction training to newly hired employees
- Responsible for preparing and submitting accurate and timely financial reports to management, donors, and implementing partners
- Prepare reconciliation report for flight expenses on monthly basis
- Update grant tracker on weekly basis and prepare journal entries as required
- Immediately elevate all major finance issues to the Operations Director and Finance Manager
- Assist in facilitating any internal / external audits
- Immediately elevate all major finance issues to senior finance and leadership personnel
- Other tasks as assigned by supervisor

**Education and Certifications:**

- Completion of secondary school required with collegiate or technical education desired, preferably in finance, business administration, or a related field of study or equivalent certificate. A combination of a post-secondary Diploma in a relevant field and additional relevant professional experience may be considered

**Key Position Competencies and Experience:**

- Between one to three (1 – 3) years of experience (Officer), or between three to five (3 – 5) years of progressively responsible experience (Specialist) in finance, accounting, or relevant field required, particularly for an international development implementing partner or Non-Governmental Organization
- Minimum one (1) year of experience (Officer), or between one to five (1 – 5) years of experience (Specialist), preferably in finance and accounting roles with USAID and other donor funded projects focusing on grant-making projects
- Prior experience working on USAID-funded in the humanitarian and international development sectors, preferably including grant-making programs
- Proficiency in all standard Microsoft Office programs, particularly Excel and Word
- Experience with accounting software systems, including Quicken
- Experience in developing financial management tools, and designing financial and accounting systems at an organization level
- Demonstrated financial management, accounting, planning and communication skills
- Effective written and oral communication as well as interpersonal skills
- Experience training and mentoring staff
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, ability to work cross-culturally, and ability to meet deadlines under pressure
- Ability to work with tact in a diverse, multicultural environment
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required and other local languages preferred (Officer), and fluency in written and spoken English and Arabic required and other local languages preferred (Specialist)
- Position open to South Sudan nationals only



**DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally  
Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

**Application Process:**

To apply, please send your CV and Letter of Motivation **as one single document** to [gaswash.recruiting@dt-global.com](mailto:gaswash.recruiting@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, December 13, 2021, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

