



NORWEGIAN CHURCH AID
actalliance

NCA SOUTH SUDAN PROGRAM

ADVERTISEMENT

Position: Accountant
Reporting to: Head of Finance
Duty Station: Juba, Central Equatoria State

.....



Organization Profile

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position

The Accountant is a key team member of Norwegian Church Aid South Sudan Programme. The post holder is responsible for managing and reporting of financial information's.

Areas of Responsibility/main tasks

- Ensure all vouchers have the appropriate supporting documents according to our financial rules and regulations.
- Process request for transfers to partners in a timely manner whilst ensuring full compliance is achieved with financial regulations in reviewing request for fund transfers to partners.
- Register vouchers in Maconomy.
- Filing and Organizing vouchers, and documents related to Finance department.
- Verify coding of vouchers / documents in accordance with NCA chart of accounts and dimension plan.
- Control and assessment of vouchers to ensure they are in compliance with NCA rules and regulation
- Ensure that all transaction are recorded under the correct account codes and ascertain to the extent possible that no information exists, which would bar the particular transaction being approved
- Make sure that the accounts at any time are fully and properly prepared for registration in NCA finance system in Juba.
- Handle bank transaction and see to that the cash and payment procedures are adhered to



- Verify that the payments are done to correct person according to documentation and payment request.
- Cooperation closely with budget responsible persons to perform a financial control of expenses according to budget and assistance and guide lines on financial system/rules/routines
- Send monthly forecast to finance office in Juba for further transfer to account of NCA Torit office.
- Ensure that all major financial (or other) commitments with other parties are covered by a legal written agreement(s)
- Perform other tasks required by the finance manager/ Area Program manager.
- Report any issues of concern in relation to operational functions to the NCA Torit Area Programme Manager and if necessary to the Country Finance Manager in Juba.
- Work closely with Local Partner organizations. Ensure that all financial obligations according to the contractual agreements are met and support and strengthen their financial management capacity.

Educational Qualifications, Experience and Skills

- Bachelor's Degree in accounting or related Discipline.
- Minimum of three years experience in an Accounting or Finance role
- Experience in a role with responsibility for managing and supporting NGO partner organisations with financial management.
- Accounting experience in an international development organisation
- Additional certification (CPA or CMA)
- Advanced MS Excel skills including Vlookups and pivot tables.
- Strong working knowledge of one or more accountancy software applications (knowledge of QuickBooks)

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor
- Copies of their clean driving permit issued by the central Equatoria Government

Go to this link to apply: <https://www.kirkensnodhjelp.no/en/>

Deadline for receiving applications is 1st September 2023

Only short-listed candidates will be contacted. This position is open to South Sudanese citizens only.