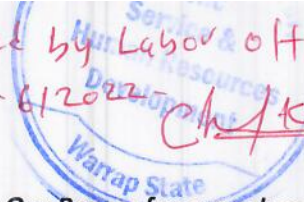




Approved by Labor Office
Date: 13-6-2022
Ch/KPIU



World Vision

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION SOUTH SUDAN – ADVERTISEMENT

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job Title : Senior Grant Accountant
Reporting to : Zonal Finance Manager
Location : Kuajok
Advertised on : Monday 13th June, 2022
Deadline : Monday 27th June, 2022
Availability : As soon as possible

Purpose of the position:

To perform grant accounting and budgetary functions for assigned Grants and ensure that there is conformity with World Vision International reporting requirements and the stringent compliance standards established by each donor or government or regulatory agency to minimize incidences of any disallowed costs and/or significant expenditure variances.

Major Roles and Responsibilities:

Financial Planning and Management

- Work with project manager to come up with grant budgets that support program designs, and are in line with the WV budgeting guidelines, specific donor guidelines and formats and Support office recommendations.
- Post the fully approved budget into the planned budgets screen of Sun systems for donor reporting purposes.
- Analyse PBAS commitments and prorate them against the grant life budgets for uploading into the PBAS budgets screen of Sun systems for WVI internal reporting and cash flow management purposes.
- Design and implement a spending tracking system to make sure all expenses are within budget.
- Convene FFR review meetings with project manager and advise of any deviations from planned spending, with recommendations for corrective actions to avert variances that are outside of the donor flexibility rules.
- Analyse and follow up for clearance, any balance sheet items (for example, employee 150 accounts).

Financial Reporting

- Prepare and/or review coding on vouchers (journals and payments vouchers) for valid account, cost center, donor combinations and if not the originator, recommend necessary adjustments to the originator.
- Review advance settlements in Concur ensuring compliance with donor and World Vision international policies and regulations are complied with. All supporting documents are uploaded in Concur.
- Detecting fraudulent settlements and advising the Finance Manager on mitigation measures to risk of fraud.
- Produce timely and accurate financial reports that meet the various donor reporting specifications; interpret the report to project managers, officers and other internal stakeholders.
- Share the reports after internal reviews, with the relevant Support Offices and/or donors, depending on the grant funding structure, and attend to any queries from SOs and/or donors on the report.



- Analyze and reconcile the donor reports, the Sun systems ledger and other WVZ internal reports, and address any variances on a monthly basis.
- Ensuring the donor assets are recorded in the donor asset registers
- Any other duties as may be assigned from time to time by the Zonal Finance Manager

Donor Compliance Management

- Advise the Zonal Finance Manager, project managers, officers and key stakeholders of key grant contractual clauses, and ensure that all transactions and business processes do not violate those clauses.
- Maintain a file of all key grant documents, and make sure they are easily accessible whenever needed.
- Facilitate internal and external audits and donor compliance visits/assessments as may be required in any grant agreement.
- Ensure proper co-ordination with our Sub-recipients/ Sub-grants and our office and built their capacity where need be in assuring office risk is minimized due to non-compliance with donor regulations. Also ensure timely disbursement of funds to sub-recipients and reporting of the same.

Management Accounting

- Design, produce and interpret management accounting reports that can be shared with local management for local decision making and value addition to WV operations.
- Advise program managers on cost cutting measures in a bit to achieve efficiency and increase resources impact on beneficiary communities

Qualifications: Education/Knowledge/Technical Skills and Experience:

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum of Bachelor's Degree in Accounting or Finance
- Must have Practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal controls
- Required a minimum of 3 Years working experience, 2 with an International NGO General
- Must have strong Grants experience especially with major donors such as Germany Government Grants, USAID & Multilateral grants and also experience in managing sub-grants
- Prior experience with World Vision accounting system & WV systems is preferred.
- Experience with computerized accounting systems, preferably SUN System, MS Word, and MS Excel
- Must possess good communication and analytical skills
- Excellent computer literacy skills, especially in MS Excel.
- In-depth working knowledge of Generally Accepted Accounting Principles (GAAP) and the WVI FFM.
- In-depth working knowledge of grant accounting.
- Knowledge of how to prepare, review, and present financial statements and financial reports.
- Ability to understand connections between financial and operational issues.
- Ability to ensure high level of quality and customer service
- Ability to handle financial information effectively.
- Ability to facilitate appropriate information flow amongst staff
- Ability to lead long and short-term planning
- Ability to respect and relate appropriately to people of other faiths
- High problem-solving skills
- Prioritize and work under pressure and in difficult settings
- Positive and professional attitude
- Coordinate multiple tasks and maintain attention to details
- South Sudanese Nationals only



Working Environment / Conditions:

- *Work environment: Field Based*

HOW TO APPLY:

Interested candidates who meet the above criteria should submit their applications, a cover letter, updated CV with at least (3) referees with functional telephone & email contacts, work and academic credentials in a sealed envelope.

Address your application to: The Human Resource Manager, World Vision South Sudan.

Qualified female candidates are strongly encouraged to apply.

Applications should be submitted to this email recruitsdno@wvi.org or hand delivered to any World Vision field offices in GBZ (Please indicate on your envelope and cover letter the position you are applying for with your functional telephone contacts)

Closing date for receiving applications is: Monday 27th June, 2022 @ 5:00 PM.

Please note that only shortlisted candidates shall be contacted for interviews and documents once submitted will not be returned to the candidates

