



# Norwegian People's Aid

South Sudan



## Vacancy Announcement: Partnership Accountant Based in Juba.

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Partnership Accountant** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

### Purpose of the Position:

Responsible for accurate accounting of all transactions under the partnership agreements. Maintain partner account information and ensure compliance with NPA global and country policies and procedures by partners and NPA staff.

### Duties and Responsibilities:

#### 1. Prepare Inputs in Development of Partners' Plans and Budgets

- Review of partners' plans, proposal and budgets to ensure compliance before submission to donors.
- In close collaboration with the budget holders prepare annual partners cash transfer plan

#### 2. Financial Accounting

- Review Partners budgets, provide recommendations for budget alignments and address potential problems in accounting and compliance by the partners.
- Maintain the system to track financial commitments and outstanding contract amounts by partners.
- Check and verify periodic transfer requests from the partners for completeness, accuracy and compliance with existing policies, procedures and budgetary provisions before the transfer requests are forwarded for approval.
- Review and reconcile all partners and other accounts transactions posted in Agresso linking bank, cash, debtors and creditors accounts.



- Prepare journal vouchers and post transactions to Agresso, generate specific partners' project reports and other country programme inquiries
- 3. Monitor Partners Project Financial Status and Progress in Close Collaboration with Program Staff**
- Generate and share partner's financial performance from Flexi Donor Reports program and identify and explain variances.
  - Update the transfer and Partnership contract management tracker and share it to the line manager for review on monthly basis
- 4. Grant Management**
- Implement grant and contract management policy of NPA.
    - Establish recovery plans for eliminated items in TBR and communicate to all concerned parties
- 5. Capacity Building of Partners**
- Identify potential partners who play a critical role in the NPA activities.
  - Conduct Partnership financial assessment as required by NPA policy and identify financial gaps and strengths as well as risk exposure.
  - Identify the capacity building needs of the partners and support the training and development activities in financial management and accounting.
  - Develop capacity of partners including training all sorts of areas, from accountability standards to cash programming and monitoring and evaluation.
  - Conduct routine, ad hoc and mandatory support visits to the partners to reconcile the quarterly accounting records and also carry out any support tasks at such intervals as may be required.
  - Monitor partner programs and ensure they are high quality and meet the required standards.
  - Monitor and ensure that resources and program delivery is made accountable through innovative ways of monitoring and tracking program delivery
- 6. Support Partners Project Audit Exercises**
- Provide support to partners during recruitment of audit firm when requested
  - Review of all audit reports and management letter to identify issues for follow-up and ensure they are resolved
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- 7. Reporting**
- Prepare timely, accurate, complete and reliable draft donor financial reports for review by the Compliance Manager and budget holders before submission to the donor.
- 8. Any other duties that may be required and assigned by the supervisor from time to time.**




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**Required Qualifications:**



- Bachelor's degree in Commerce, Finance, Accounting or Business Administration from a Recognized University. Post graduate qualification or a professional qualification such as ACCA, CPA etc. is an added advantage. OR any other relevant field.

### Experiences:

Must have:

- At least four (4) years' experience with International NGOs, with thorough understanding of GAAP and donor requirements
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Good communication (written and verbal) skills in English.

### Personal Qualities/Competences:

- Financial and accounting skills
- Computerized accounting packages
- Understanding donors' financial requirements
- Communication and interpersonal skills
- Analytical skills.
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Understanding of humanitarian principles and values.



### Additional Considerations:

- The Partnership Accountant will abide by Norwegian People's Aid (NPA) **Code of conduct** which aims at preventing all types of misconducts which include **corruption, fraud, sexual exploitation & harassment, bullying, violence and child exploitation.**
- Also, the partnership Accountant will abide by NPA's **Safeguarding policy** which also aims at protecting all people from harm, preventing and responding to harm caused by sexual exploitation, abuse or harassment in and outside the workplace.

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.**

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office.

**Applications submitted after 12:00 noon on Monday 8<sup>th</sup> January 2024, will not be considered.**

**NB: Submitted copies of academic transcripts will NOT be returned to the applicant**

