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Approved by Labour

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*[Signature]*



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World Relief South Sudan  
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**Vacancy Announcement**

**Job Title:** Project Accountant

**Work location:** Juba, with frequent field travel

**Reports To:** WRSS Finance Manager

Implemented by World Relief in Haiti, Kenya, Malawi and South Sudan, the USAID funded SCOPE project seeks to use and improve existing private and public health systems, working with health service providers to co-train community health actors and strengthen policies to improve access to services. SCOPE increases demand for services by training mothers and caretakers on preventative health measures and health seeking behavior change. SCOPE provides this training through some of the most trusted voices in the community: religious leaders and neighbors and will improve advocacy efforts at various levels of the Ministry of Health through strong local partners -- churches, religious networks, and Christian Health Associations. These local partners are essential for SCOPE's collaboration, learning, and long-term sustainability.

**POSITION SUMMARY:**

The SCOPE Project Accountant is responsible for the accounting, and reporting functions of the SCOPE project grant to ensure adherence to budget, compliance with World Relief policy and procedures and USAID Rules and Regulations. The position reports to the Country Finance Manager with interaction with the Home Office International Finance Team and the SCOPE Finance and Operations Manager located in Baltimore.

**ESSENTIAL FUNCTIONS:**

*Accounting:*

- Verify all supporting documents for authenticity before entering them in the organization's accounting software.
- Verify accounts by reconciling statements, transactions and supporting documents.
- Prepare check and cash payment vouchers and allocate expenses to proper accounting codes for all financial transactions in line with budgets and project documentation.
- Post journals as directed by the Finance Manager.
- File and archive all accounting and supporting documents appropriately.
- Contribute to team effort by accomplishing related results as needed.





*Reporting and Compliance:*

- Visit field locations to provide support and ensure compliance on grant spending.
- Prepare programs budget pipelines and management reports for review by the Finance Manager. Before submission to Program Managers and SCOPE Operations & Finance Manager.
- Maintain financial security by following internal accounting controls.
- Ensure that VAT invoice fulfill VAT claim requirements, prepare and follow up VAT claim on quarterly basis in collaboration with the Finance Manager.
- Ensure that all accounting requests from HQ for finance supporting documentation are sent in a timely manner to the International Accountants.

*Budget and Forecasting:*

- Work with Program Managers and Finance Manager to create cash forecasts for the project to ensure needed cash is received from HO.
- Prepare Monthly Budget vs. Actual (BVA) Reports on the project for review by the Country Finance Manager, Program Managers, Country Director and SCOPE Finance and Operations Manager.
- Work with Program Managers and Procurement Department to ensure that procurements are made in a timely manner, adhering to WR Policy and USAID regulations, communicating with the SCOPE Finance and Operations Manager if additional approvals for HO or USAID are required prior to any procurement.

EXPERIENCE AND REQUIREMENTS:

*Education and Experience:*

- Bachelor's degree in accounting or Finance with International NGO work experience required. CPA preferred.
- Proven Experience in fund-based accounting.
- Prior Experience working on USAID, OFDA, EU or other Grants or Projects.
- Knowledge of USAID rules and regulations.
- Proven Experience in Computerized Accounting.
- Excellent skills in MS office especially MS Excel and Word.
- Excellent written and oral English skills.

*Personal Skills:*

- Commitment to World Relief's values.
- High level of integrity and sense of confidentiality.
- Initiative, excellent organizational ability, with attention to details
- Excellent interpersonal skills for team work in a multicultural environment
- Self-directing, reliable and responsible
- Strategic thinker, patient and self-controlled.



## APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents)
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any **one** of the following ways:

- Submission to the World Relief Juba Office (tender box), or
- Online submission by email to [WRSSRecruitment@wr.org](mailto:WRSSRecruitment@wr.org) including the job title in the subject line of the email.

Applications must be received by **11<sup>th</sup> November, 2019 at 5:00PM**. Only shortlisted candidates will be contacted.

