

**MEDAIR**

Job Advertisement

Grants Accountant, Based in Juba.



Job Purpose

To ensure accurate and timely processing of payments, entry of accounting information and preparation of basic records (cash book, banking, third Party disbursement and receipts) for good corporate financial management.

On a day-to-day basis the carries, out a variety of accounting functions required to ensure the financial needs of the programme are met and that all financial transactions are carried out and recorded with integrity and in accordance with donor, HQ, and field guidelines.

Key Responsibilities

Cash/Cheque/Wire/online Invoice processing.

- Review of incoming PDFs for sufficiency in supporting documents, codification and accuracy of data.
- Timely processing of payments journals and ensure that cheque/wires are reconciled to amounts on the journals held in Field Connect and Portfolio and on invoices processed
- Ensure that payment vouchers are submitted for approval and posting to the system and cheques/ wires/online banking /receipts are properly attached as evidence of acknowledgement by vendors/suppliers
- Ensure cheques, wires/online banking are properly recorded and are properly referenced at any time needed for review
- Provide liason to all banking institutions and financial agents on all matters related to cash delivery to office and in the field and be focal point for all invoices from financial agents.
- Ensure payment vouchers are correctly and properly referenced and filed and that there are no duplications
- Ensure that payments are correctly adhered to Medair Procedures and Policies and Finance Manual.
- On daily, Weekly and Monthly do bank reconciliations for all bank accounts to ensure all payments reconcile with the ledger and bank.

Cash Management

- Ensure cash safe is adequately maintained and is replenished on time to ensure adequate liquidity.
- Carry out cash disbursements and receipts based on approved documentation and ensure proof of receipt is obtained with all movements.
- On a weekly basis ensure that cash count is done and reconciled to the ledger, certificates are prepared and
- duly authorised in filed.
- Contact bank agents for cash delivery once a petty cash request is authorized and approved

Audits & Internal Controls

- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
- Ensure any audit recommendation affecting area of responsibility are cleared within two months after issuance of audit report (both internal & external)
- Assist in retrieving required documentation and samples to facilitate smooth audit

Accounts Reporting

- Ensure that daily the general ledger is updated while ensuring accuracy in the posting dimensions.



- Support the DFM passing adjusting/correcting journals where necessary.
- Back stop field finance officers when needed with collaboration with project support managers.
- Actively participate in monthly and yearly closure of accounts.
- Perform any other accounting tasks as requested by the DFM.

Donor Reporting

- Experience preparing UNICEF FACE FORMS, and WFP Invoices
- Review grant expenditures to ensure compliance with donor agreements and budgets.
- Support budget monitoring, forecasts, and grant burn-rate analysis.
- Reconcile donor reports with the accounting system and supporting documentation.
- Respond to donor finance queries and reporting requirements.

Audit Support

- Ensure grant transactions are adequately documented and compliant with donor regulations.
- Follow up on audit findings and support implementation of corrective actions.
- Coordinate with program teams to provide evidence requested by auditors.

Archiving

- Ensure that all finance documents are scanned and saved on the server on a weekly basis.

Essential Requirements

- Degree in finance/accounting/ business administration
- Chartered Accountancy with at least CPA/ACCA Part II qualification
- Sound knowledge of logistical procedures
- 2-3 years in finance position of which 1 year with an NGO
- Fluent oral and written English
- Oral Arabic
- Attention to detail, organised, accurate, devoted, self-starter, analytical mind, team player



Desirable

- Bachelor's degree in finance and diploma in logistics
- 3 years in finance position, with 2 years in NGO sector
- 1-2 years logistics experience with 1 year in NGO sector
- Proficient with Accounting & Logistical packages e.g., QuickBooks, Account safe; payroll software.

Application Period: 11th August 2026 – 28th August 2026.

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

How to Apply

Interested Applicants are invited to submit:

A comprehensive Curriculum Vitae (CV) detailing contact information, educational and training background, relevant work experience, and three (3) professional referees.

A cover letter demonstrating how your qualifications, skills, and experience meet the requirements of the position.

Applications should be addressed to the **Human Resources Department, Medair South Sudan**, and submitted either in person at the Medair Office, Bilpam Road, Juba, or, Applications may also be submitted by email to recruitment-sds@medair.org.

