

JOB VACANCY – Accountant
NUMBER OF VACANCIES: 01

Médecins Sans Frontières (MSF – Doctors without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Juba

Contract: 6 months fixed term contract renewable

Main Purpose:

Controlling the daily cash/check management, supporting the project accounting staff, overseeing and preparing the capital/projects books in accordance with the Finance Manager's instructions and **MSF** protocols, standards and procedures in order to provide accurate, reliable and updated financial information.

Scope of responsibilities:

- Implementing and Controlling the daily cash and check management and ensuring that all receipts and documentation meet **MSF** requirements (procedures, deadlines, information, signatures ...). Tracking bills/vouchers, invoices and other running costs and analyzing the related information (costs, service contracts ...) in order to give reliable and updated information.
- Controlling cash advances and cashbook movements for each petty cash box, recording all IN and Out transactions, ensuring that cashbox balances always reflect the actual amount of money kept in the cashboxes and investigating any discrepancy. Ensuring strict compliance with cash control procedures for each cashbox / currency (daily cash control, weekly cash inventory and reconciliations)
- Performing currency exchange operations in accordance with **MSF** rate policy
- Ensuring a monthly accounts report in accordance with **MSF** procedures, checking individual entries and preparing the necessary administrative documents (originals) as a basis for justification and explanation of payments and receipts made.
- Preparing the timely payment of taxes with the Finance Manager's instructions.
- Being responsible for the processing of accounting software peripheral accounting (project and capital) including checking the quality of the mission accounting allocations and their conformity (correct encoding of salaries, following up and matching of internal transfers and advances in the mission, checking invoices and their allocations, preparing payment order documents to be sent to HQ). Analyzing the problems of the cash box discrepancies and giving technical help to find solutions.
- Being responsible for filing accounting documents and their annexes, preparing documents for audits, organizing the scanning of documents and archiving mission financial documents
- Informing supervisors of any issues / problems that may arise in their job performance

Recruitment criteria:

Education: **MANDATORY** Diploma or professional qualification in accounting/finance/business administration required.

Experience: **MANDATORY** 3 years' experience in similar role required. Experience in MSF or other NGO's is a plus

Languages: Good communication skills in English and Arabic required

Knowledge: Strong computer skills required.

Applications:

Interested South Sudanese candidates are invited to submit their application with **motivation letter and updated CV** with copies of their documents to our email msfch-juba-hrmanager@geneva.msf.org or drop hard copy to the HR department at **MSF Switzerland, Hai Malakal - Juba**, South Sudan latest by **22nd**

November 2021 by 5:00pm

Qualified women and people with disability are strongly encouraged to apply
Only short-listed candidates will be contacted and applications received will not be returned.

