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Approved
26/4/2024



26th April 2024

JOB ADVERT (Project Accountant – AIRD, South Sudan Program)

The African Initiatives for Relief and Development (AIRD) is a non-political, non-religious and non-profit making NGO. AIRD's objective is to offer operational technical support, including but not limited to supply chain, logistics and infrastructure in partnership with relief and development organizations that focus on disaster-affected, poverty-infested and development-oriented areas. AIRD delivers for and through partners including but not limited to UN Agencies, international and national donor organizations and governments.

AIRD _ South Sudan Program is seeking for qualified national personnel for the position below.

Job Description: Project Accountant _ Juba, South Sudan

Reporting to: Country Program Director (CPD) or OIC during his/her absence

The Project Accountant will be responsible for:

Budget management/monitoring, timely reporting to donor(s) and to AIRD Management at HQ; internal/external audits & verification focal point; e-banking payments, enforcing strict application and compliance to AIRD's SOPs and donor's signed agreements; enhancing Internal Control in the day-to-day workings; technical support to the Finance team in Maban/Renk.

General Duties

- Manage the project budget to ensure it is well captured in the accounting system to facilitate expenditure control.
- Posting bank, cash payments and journal vouchers in QuickBooks Accounting System; review all posted transactions for correctness and completeness prior to performing monthly BVA.
- Perform monthly bank reconciliations and cash counts reports (by 5th of the month); timely reporting any cash discrepancy for management action.
- Initiation of all bank payments at Juba level; focal point for bank relationship.
- Adopt adequate controls over cash and bank transactions to minimize the risk of misappropriation; perform errors sheet reports as a feedback mechanism on the day-to-day transactions by the respective cash and bank accounts officers.
- Closely monitor budget balances and timely update CPD on the level of expenditures (monthly BVA) for appropriate actions; supporting in the budget revisions to be prepared and concluded with donors.



- Monthly Payrolls review prior to CPD's approval.
- Accounts payables/Receivables monthly monitoring and closing/settlement.

Primary Duties

- Prepare and submit monthly financial management statements by 10th of every month (BVA & Funds Balance Report) for timely update to management (Country & Head Office);
- review monthly bank reconciliations and evidencing cash count certificates (checks and balances); conducting regularly surprise cash counts.
- Conduct field visits to project sites and offices,
- Prepare quarterly donor's financial reports (PFR and its annexes);
- Review expenditures against approved budgets for adequate budget lines allocation.
- Monitor budget utilization against future commitments and alert CPD of areas where budgets may be exceeded.
- Regularly updating the accounting system (QuickBooks/ERP) in line with subsequent budget revisions, on a timely basis. Similarly, the chart of accounts is timely updated to meet the need for correctness of all postings.
- Reviewing Payroll processing in QuickBooks/ERP such salary budget lines are updated and monitor per individual. Ensure that staff statutory deductions are correctly computed and paid to the relevant Statutory Authorities timely as required by the law.
- Attend to Internal/External audits and make available all records required by the auditors and assist them through the audit process so auditors can express their independent opinion on the status of AIRD operations.
- Keep the accounts up to date and accurate at all times and Prepare end - of - month financial statements and bank reconciliations.
- Close follow up on accounts payable/receivable and ensure their prompt liquidation.
- Ensure all financial documents are on file and bear the correct references and budget coding.

Administration

- Line Manager Support Staff
- Ensure the effective operation of the office – ensuring proper office processes and procedures.
- Ensure proper utility management.

Required Languages

Must be fluent in English (written and spoken) and Arabic (spoken).



Minimum Qualifications

- Bachelor's degree in accounting/business administration or any relevant field; master's degree in a very added advantage.
- A recognized professional designation in Accounting or Internal Auditing (ACCA, CPA, CFA,) is an added advantage.
- Minimum 4 years' experience working in Finance and Accounting.
- Proven experience with audits; reporting skills: timely Financial and donor(s) reporting.
- Very good knowledge and proficiency in the use QuickBooks is a must; knowledge of ERP Accounting Software would be an added advantage.
- Knowledge/Experience with e-banking is a must, for the position.
- Perfectly acquainted with taxations laws, conversant with South Sudan Revenue Authority (NRA) rules & regulations,
- People oriented and results driven.
- Demonstrated ability to prioritize tasks and work well under pressure and deadlines.
- Experience working with international development partners, international non-governmental organizations (INGOs) and donors (in particular UNHCR experience) is an asset.

To be successful you will also:

- Have passion for AIRD's mission and a strong desire to impact a dynamic non-profit organization.
- Be proactive, set to achieve results and creates positive change.
- Have a very high level of personal and professional integrity and trustworthiness.
- Embrace diversity and a commitment to collaboration.

How to apply

Qualified/Interested persons may send Cover Letter, CV and copies of Academic Certificates to: southsudan.program@airdinternational.org or in sealed envelope to be submitted to the AIRD – Juba Office, located in Tearfund compound @ Hai Jerusalem (with mention: application to the Position of Project Accountant – Juba South Sudan).

Deadline for submission: 20th May 2024, 5:00 pm CAT.

Only shortlisted applicants shall be contacted. Should you not be contacted after a month, following the submission deadline, please consider your application unsuccessful.

