



**World Vision®**

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children**

### **JOB OPPORTUNITY – NON RELOCATABLE (RE-ADVERTISED)**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**'Qualified Female candidates are strongly encouraged to apply'**

**Job title:** Financial Accountant (1 position)  
**Reporting to:** Senior Financial Accountant/Designee  
**Location:** Kodok, South Sudan  
**Availability:** As soon as possible

#### **Purpose of the position:**

To provide financial and administrative support for two team deployed in Kodok as well as play a key role in establishment of appropriate accounting system incorporating necessary internal control systems for the Kodok Projects.

#### **Major Roles and Responsibilities:**

- Manage petty cash for Kodok including the accurate entry of data in voucher interface
- Payment of monthly staff salary
- Ensure there is always petty cash available and that petty cash payments are done on time. Reconcile physical cash and records weekly. Ensure documents are stamped "PAID" once payment has been executed.
- Safe-keeping of cash and ensure prompt banking of the same
- Facilitate the safety of accountable documents and valuables
- Facilitate the proper dispatch of cheques from suppliers
- Manage the filing system for finance Department. Ensure proper filing system is in place, keep safely and in sequential order of all finance documents include JEs,CDs,DVs.
- Be a Key Player in the issues of Financial Accounting to ensure full compliance with our internal and donor requirements
- Ensure that World Vision policies and procedures are adhered to as per the Field Finance Manual (FFM) and Guidelines
- Prepare monthly reconciliation of Cash Book and Sun system Ledger.
- Ensure that all payments made from Kodok are well documented and have all relevant backups and approvals and that they are accurately done.

- Respond to Internal Audit queries regarding Kodok office financial management aspects and documentation.
- Maintain and update a fixed asset register for two team in Kodok fixed assets and produce for use by the management quarterly fixed assets reports.
- Liaise with other departments to ensure that utility and other bills are settled promptly.
- Submit to Juba National Office monthly journals for review and approval and ensure that all journals are filed in an orderly manner.
- Ensure that the residential area is kept tidy and clean at all times.
- Develop, set up and document office secretarial systems related to filling of documents, records management, communications (telephone, fax, radio and correspondence) supplies management and basic office services
- Ensure that the sanitary supplies are available for house keeping
- Ensure that the office is clean and kept tidy
- Process staff IDs
- Undertake some finance related duties and assist the administration officer in processing of payments
- Monitor administration staff employment contracts and update or modify and prepare necessary documentation for hiring and discipline in consultation with people and culture department
- Provide hospitality to visitors, for meeting etc.
- Track, record, and update leave, overtime, and compensatory time for all administration staff.
- Carry out and assist in setting up administrative procedures and office systems;
- Provide administrative support , including handling office paperwork – copying, scanning, filing, and record keeping; attend staff meetings and prepare meeting minutes,
- Oversee the front office/reception area; welcome and direct visitors accordingly, answer phones/take messages; respond to general queries; receive incoming mail and distribute accordingly; dispatch outgoing mail.
- Maintain office supplies and inventory.
- Monitor office equipment and notify the appropriate staff or vendors when repairs or maintenance are needed
- Prepare weekly, monthly and annual reports.
- Participate in daily devotions
- Perform other official duties as assigned.

**Qualifications: Education/Knowledge/Technical Skills and Experience:**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum of Bachelor's Degree or a Higher Diploma in Accounting and Finance, Business Administration or equivalent.
- Minimum of 2 years working experience, with an international NGO.
- Knowledge of generally accepted accounting principles, a practical knowledge of financial systems and internal financial controls.
- Experience: 2-3 years
- Excellent computer skills in Excel, Word & Sun-systems software.
- Good planning and organizational skills
- Tact and diplomacy in dealing with staff-related to work environment needs
- Ability to maintain effective working relationships with all levels of staff

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**



## **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts.

Address your application to: **The Human Resource Manager, World Vision South Sudan**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to **World Vision Office; Malakal, Kodok, Melut or Renk.**

**Closing date for receiving applications is: 21<sup>st</sup> September, 2020.**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

