

## Job Advertisement



Job Title:	Accountant
Duty Location:	Juba with 30% travel to field location
Duration:	6 months with possibility of extension
Reports to:	Finance Officer
Open date: 9 <sup>th</sup> January 2023	
Closing Date:	21 <sup>st</sup> January 2023

### Organization Background

Global Assistance is a humanitarian assistance engaged in lifesaving humanitarian assistance and protection for conflict affected communities including vulnerable & people with disabilities across the country and work to end the conditions that create and perpetuate vulnerability. Our mandate is to save lives, protect dignity and develop resilience among communities affected by conflict and other shocks that trigger vulnerability. GA advocates for vulnerable people through its advocacy strategy which include the use of media. GA responds to any emergency that puts at great risk the survival, protection, and well-being of significant numbers of vulnerable and disable where addressing the needs and well-being of those vulnerable is beyond the indigenous coping capacity, and where GA is able to mobilize the financial and human resources to take urgent action on their behalf.

### Operational Context/Role

Responsible for all payroll related matters, settling cash advances, prepayments; accruals and account reconciliations

### Key Responsibilities

- Work closely with HR on payroll related matters and ALL payroll actions are sufficiently supported and filed
- Timely preparation of the monthly payroll and maintain a database for all payroll and related documents.
- Ensure that Global Assistance is compliant on all statutory requirements for payroll processing.
- Support the Finance Officer on monthly terminal benefits provision and reconciliations as per the payroll records.
- Support HR in preparation of terminal benefits calculations and other staff related benefits as per the provisions held in Agresso and schedules and ensure it is sufficiently supported
- Maintain close links with the banks, which hold Global Assistance accounts and checking on, following up and acting on discrepancies and any problems, which may arise. In particular, advising the finance coordinator on cash requirements.



- Review bank reconciliation on monthly basis for all bank accounts and file it appropriately as part of the MFR.
- Ensure that a month end cash count is carried out and reconcilable to the system balance
- Inform the finance Officer on any bank and cash discrepancy and agree on the way forward
- Manage cash and bank balances.
- Carry out all month/year-end closures steps including review and reconciliations for ALL control accounts as per the Month/Year-End checklist and ensure.
- Review and maintain up-to-date schedules to keep track on the movement and balances for all control accounts including prepayments, accruals, advances, intercountry, terminal grant, provident funds etc. Follow-up the aging balance sheet items and provide real-time explanations to the finance coordinator for further action.
- Support the Finance Officer in preparation of the Monthly Financial Review (MFR) Reports and ensure all balance sheet figures are supported by known schedules
- Perform Single Account Reconciliations for all matching off transactions across control accounts
- Prepare and review all balance sheet control accounts with an emphasis on the monitoring of accounts; Intercompany, Accruals, Cash-in-Transit, Prepayments, Staff Advances and Programmer Advances, Terminal Grants, Provident Funds and Other Liabilities.

#### Skills and Qualifications

- Bachelor degree/Diploma in Accounting
- /finance or Business Administration or at least one years' experience as accountant
- Good knowledge of management of communication systems and office management.
- Good organization skills.
- Able to work under pressure and in insecure areas.
- Strong computer skills including ability to work with windows competently and accurately. Email operation.
- Good communication skills, both oral and written.
- Patient, pleasant and courteous personality
- Ability to prioritize work according to importance and deadline; meeting conflicting work demands.
- Possess initiative, patience, tact, and able to work with minimum supervision
- Manages own time and deals with some conflicting priorities without upward referral.
- Demonstrates adaptability and flexibility in all aspects of working.
- Influences decision-making on specific issues relating to routine projects and tasks.
- Ability to work effectively in a team and support others in their work.
- Makes decisions on routine matters without close supervision.
- Shares knowledge and improvements and may supervise the workflows of others





### How to Apply

Interested candidates should submit their cover letter, CV with three references, copy of National ID and copies of the certificates including daytime telephone to Human Resource Department. Or by email [willy@global-southsudan.org](mailto:willy@global-southsudan.org) please indicate the position you are applying for in the subject line of the email. Applications can be hand delivered to Global Assistance Office at Hai Malakal, Plot Number 41 Block AX111 Opposite LifeLink Clinic, The former Britiam Office.

*Noted: Only shortlisted candidates will be contacted, application submitted are non-returnable  
Female Candidates are encourage to apply*

