



Plan International  
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## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has ‘One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

Plan International South Sudan is committed to nurture and developing the capacity of young South Sudanese both males and females. **Plan International is therefore, seeking to recruit a qualified South Sudanese for the following position of Assistant Accountant in Finance Department.**

**POSITION 1; No. of Vacancies (1)**

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<b>Job Title:</b>	<b>Assistant Accountant</b>
<b>Grade</b>	<b>C 2</b>
<b>Tenure</b>	<b>6 months</b>
<b>Department</b>	<b>Program</b>
<b>Reports to</b>	<b>Senior Country Accountant</b>
<b>Locations</b>	<b>JUBA, Central EQUATORIA State.</b>

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## Purpose of the Role

This position is to ensure that a sound accounting, financial management, internal control systems and procedures are in place for the smooth running of Plan's grants finance portfolio in Juba, South Sudan.

- Reports directly to Senior Country Accountant
- Works in collaboration with the Country Grants & Finance Manager, PIAM, Project Managers, Heads of Department, AFMs, other Grants Accountants and implementing partners.
- Responsible for recording payments and receipts for CO monthly reporting ensuring adherence to financial controls, processes and procedures of donors

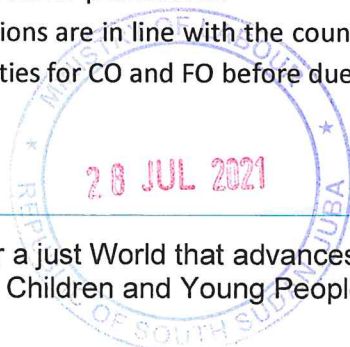
## Key End Results and typical Responsibilities:

- Responsible custodian and Management of cash in the safe at Country Office and make disbursements as appropriate, in line with Plan's procedures.
- Ensure timely data entry of accounting transactions in Accounting system / SAP: invoices, cash receipts and payments
- Maintain monthly cash receipt tracker and timely banking of cash
- Responsible with real-time payments/journal vouchers are parked in SAP to facilitate accurate and smooth month end process
- Responsible to prepare daily cashbook, weekly and monthly cash tracker and submit to Senior Country Accountant, and ensure all bank queries are resolved timeously
- Record keeping - Filing of all finance documents and maintain a retrievable document filing system
- Assist to reconcile monthly inter-company transactions between Plan international Country Office, RO finance office, International Head quarter and National offices.
- Assist in annual budgeting and year-end process
- Prepares payment requests, process cheques/ transfers to suppliers, staff and partners
- Assist in liquidation data entry in SAP
- Monitors petty cash balance and timely request for replenishment of petty cash
- Ensure safe keeping and custody of Finance security documents such as cheques books, signed cheques, Finance registers

## Internal Financial Controls & Compliance

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding Children and Young Peoples Policy (SCYPP); Code of Conduct and the related mandatory reporting responsibilities.
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities for CO and FO before due dates.

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- Identify and timely reporting of risks through the Plan risk management process and implement controls
- Responsible with responding to audit requests that is directed to her timeously and retrieving support documentation.

### Dealing with Problems:

The position involves a degree of caution in resolving a wide range of challenges which typically occur in CO, donor financial reporting, donor budget management and corporate finance systems which include:

- Ability to work independently with minimal supervision
- Working in partnership with different organization culture and ensure project results are achieved timely without compromising with quality
- Appreciation of child rights and gender equality
- Flexible to handle any other job related responsibilities as assigned by the SCA or CFM

### Communications and Working Relationships:

#### Internal

- Country Grants & Finance Manager
- Senior Country Accountant
- CO Finance Team
- Project Managers
- PIAM & CO Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit
- Emergency Response team
- Global Assurance Team and External Auditors
- Programmes Team
- Technical Experts
- Other Plan staff

#### External

- National and State taxation offices
- Banks
- Partners for advance management
- Service providers for payment management



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## Knowledge, Skills, and Behaviors Required to Achieve Role's Objectives:

### Knowledge

- A University degree in Accounting or its equivalent
- At least 6 months or a year experience in a similar role in an INGO environment will be added advantage
- Good speaking, writing and understanding of English Language.
- Skills in computer usage-MS office and E-mail systems

### Skills

- Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels
- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.
- Good management skills and analytical skills
- Communication skills, appropriate to the audience and able to solve problems

## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace

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- We support children, girls and young people to increase their confidence and to change their own lives

### Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequently

### Level of Contact with Children:

**High contact:** Minimum Contact direct or interaction with children and their families

### Application Submission Details:

All applications marked on the right hand corner of the envelope “**Application for the Position of “Assistant Accountant – JUBA should be addressed to:**

The HR & OD Business Partner  
Plan International South Sudan  
Hai Jerusalem.

All Applications should be submitted in hard copies to Plan International Office in JUBA.

**OR You can send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

**The closing date for receipt of applications is before close of business on 17<sup>th</sup> August, 2021.**

**Note: Applications submitted are non-returnable**

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.*



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