



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. 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.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of “Project Accountant – Based in Kapoeta”.

No. of Vacancies – One (1) Position

Job Title:	Project Accountant
Grade:	D2
Tenure	6 Months (With Possibility of Extension)
Department	Programs
Reports to	Program Implementation area manager
Location	Kapoeta

Purpose of the Role:

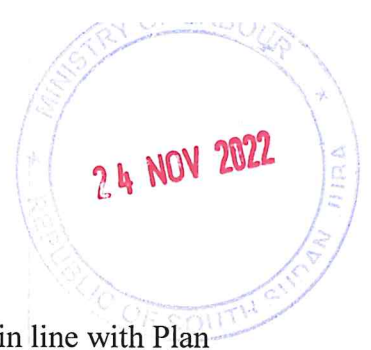
This position is responsible for donor financial reporting, ensuring that sound financial management, internal control systems and procedures are in place for the smooth running of nutrition projects in kapoeta

Dimensions of Role:

- Reports to Senior Grants Accountant
- Works in collaboration with Field Area Finance Manager, Project Team, Country Finance Manager, Heads of Department, other Accountants and implementing partners.
- Responsible for monthly and quarterly grants project reporting, ensure adherence to financial control, process and procedures of donors
- Manage donor budgets in consultation with the Project Manager, Senior Grants Accountant, Grants Manager and the Country Grants and Finance Manager.



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Key End Results and typical Responsibilities:

- Review of Payment/Journal voucher packages and ensure they are in line with Plan procedures/controls and aligned with donor requirements.
- Ensure timely update of grants records in SAP which include setting up accurate donor budget lines, derivations & mapping of donor project account lines to grants, updating grants quarterly budgets and facilitating grants closure processes in SAP
- Monitor the project budget and ensure spending is in line for approved grants projects and support Program team with regular updates of grants project line item budget vs actual variance reports.
- Responsible with following up income from locally raised grants, data capture timeously in SAP and append income on grants.
- Ensure cost recoveries are effected timeously in grants projects in line with Plan's cost recovery guidelines
- Ensure real-time posting of entries in SAP to facilitate smooth month end and year-end process. Reviewing and reconciling regularly grants projects ledger reports for accuracy and taking timely corrective action.

Cash and Budgetary control

- Ensure that all payments effected have adequately funded budget lines and are properly approved by Plan Managers with delegated authority
- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the Senior Grants Accountant or CG&FM
- Effectively participate in proposal development and budgeting process
- Track cost recoveries in projects monthly and timeously posting of journal entries in SAP, and consolidate cost recovery analysis reports.

Financial reporting

- Responsible for timely and accurate donor financial reporting.
- Responsible with timely liquidation of Field program expenses for accurate donor financial reports
- Review staff advances liquidation reports prepared by Field Staff and ensure timely liquidation, data entry in SAP and timely follow up of any overdue advances.
- Responsible with Field Office filling and record keeping of accounting records, which include expenditure vouchers, financial reports and donor related communications and agreements (copy FAD, approved budget and project visit reports)
- Ensure timely preparation of accurate donor financial report for UNICEF Funded projects and coordinate timely submission to donors /NOs after approval.
- Ensure Accountability in Preparation, review, consolidation and submission of correct and complete Project Financial reports on time
- Ensure grants accounting records, which include expenditure vouchers and financial reports, are properly filed.

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Internal Financial Controls & Compliance

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding; Code of Conduct and the related mandatory reporting responsibilities.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Respond to grants audit queries, maintaining the Audit Action List for all internal audits and external grants audits.
- Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in SAP before project end date.

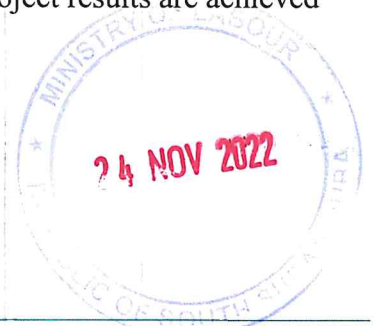
Partner and Field Support Visit

- Training of communities in financial and record maintenance and facilitate Community & Partner training in financial management as and when required.
- Verification of direct benefits distribution to communities
- Project support visits to Partners, Plan PU and field offices, verify on site, ensure project implementation is in line with donor requirements and share project visit reports with Project Managers, and line Managers.
- Participate in partner financial management capacity assessments
- Review outstanding grants funded partner advances, and follow-up for prompt liquidations

Dealing with Problems:

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

- Ability to analyse data and draw conclusions thereof – mainly for donor budget management and reporting
- Regular review of control processes to minimize financial risk to the organisation
- Audit planning and audit action implementation skills to help improve financial controls around donor funds management
- 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
- Managing donor grants with strict reporting deadlines
- Working effectively in multiple communities and environments
- Operating in remote areas and with vulnerable communities
- Appreciation of child rights and gender equality



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Communications and Working Relationships:

Internal

- Senior Grants Accountant
- Country Finance Manager
- Project Managers
- PIAMs & Department Heads
- Field office financial management, documentation and capacity building
- Compliance and Risks Management Unit
- Global Assurance Team
- Programmes Team
- Technical Experts
- Other Plan staff

External

- National Offices and donors for grants financial reporting and compliance
- Partners for advance management
- Service providers for tax management

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

Knowledge

- A University degree in Accounting or a professional qualification such as CPA , ACCA or equivalent
- At least 3 years' experience in a similar role in an INGO environment
- Excellent knowledge of grants management in complex environments
- Good speaking, writing and understanding of English Language.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development
- Strong knowledge in the use of SAP and other Accounting Corporate software
- Advance level skills in computer usage-Excel, PowerPoint 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.
- Documentation reviewing skills for effectiveness and time saving
- Excellent Personal Computer skills in Microsoft Applications
- Good management skills and analytical skills
- Communication skills, appropriate to the audience and able to solve problems
- Proficient in computer skills and use of relevant accounting software packages

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Behaviours

- Ready and able to explain the processes, controls, and procedures of Plan whenever the need arises
- Innovative, field oriented, good team member.
- Ability to work under pressure and with minimum supervision
- Team leader as well as a team player
- Creates strong sense of purpose within team and to stakeholders
- Holds self and others to account to deliver on agreed goals and standards of behaviour
- Focused and results oriented
- Aware of the impact of his behaviour on others
- Promotes innovation and learning
- Ability to communicate clearly and effectively
- Gains, develops and retains credibility about his/her performance



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

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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 frequent

Level of Contact with Children:

- Low level of Contact with Children:

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Guideline:

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

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

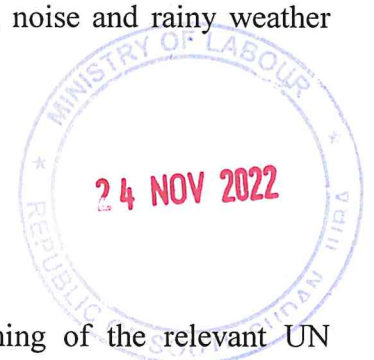
NB: All application should be hand delivered to Plan International Kapoeta office or you also send your Applications via email to hr.ss@plan-international.org.

The closing date for receipt of applications is before close of business on **Tuesday, 13th December 2022.**

Note: Applications submitted are non-returnable.

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