



**Community Empowerment for
Progress Organization
CEPO
(Human Resource Department)**

Women Union Building

Hai. Neem-Juba

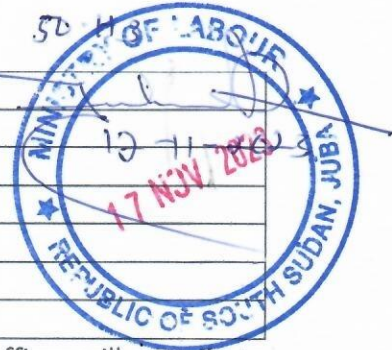
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Mob. 092007972

Date: 17th Nov. 2020

INTERNAL JOB OPENING.

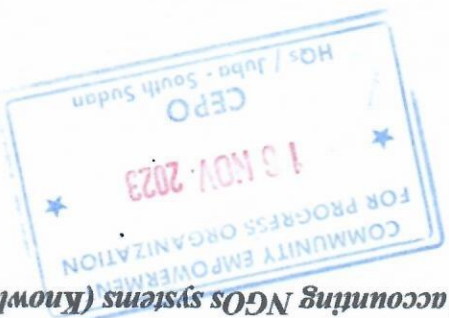
Job Title	Project Accountant
Required number	One (1)
Location –Base	Head office- Juba.
Tenure	Two years – renewable.
Closing date for applications	10th December 2023
Starting date	Immediate
Salary	Attractive



1. **Job Role Summary:** Reporting to the Finance Manager, the Finance officer will contribute to the strategic leadership of CEPO UNDER IOM finances by providing supportive leadership and management of the organization's financial programming.
2. **Strategic & Functional Leadership**
 - The Finance officer will develop & strengthen financial framework and systems for deepening impact and translating strategic change agenda into CEPO/IOM's project operational plans and delivery.
 - Supports CEPO UNDER IOM in reinforcing and cascading the Project's vision, mission, values and praxis into regular work process at both national & field level in monetary terms.
 - Operationalizes CEPO and specific project's finance policy framework and system including processes, tools, methodologies in line with achieving CEPO's strategic objectives, monitoring and assessing the impact of all work and setting high standards for state office performance.
3. **Specific tasks and accountabilities:**
 1. Supports the project team at Juba level in managing the Project's budgets, including:
 - a. Focal financial point between CEPO the project lead partner IOM
 - b. Ensuring that all project officers at the field office provide their monthly activity budget plans in advance to the finance head office
 - c. preparing quarterly and annual budget plan;



- d. preparing monthly, quarterly and annual financial reports for national office in collaboration with the state coordinator and finance officers;
- e. managing advance fund in compliance with the prevailing regulations;
- f. tracking disbursement progress;
- g. cash management and disbursement; returning
- 2. Co-supervises the Processing and paying personal income tax, tracking expenditures of relevant stakeholders, supporting in preparing financial and disbursement documents or other papers on fixed assets.
- 3. Take lead in Preparation of Project expenditure reports and submitting to the Finance management team for review and approval;
- 4. Preparing project financial reconciliation, statement and other reports according to South Sudanese and CEPO's accounting regulations.
- 5. Supervises the recording of accounting books, financial reports of Projects according to the current CEPO's regulations, including: Cash book, expenditure minutes, ledger book, cash advance book and direct payment book of IA (if any) as well as other books required by CEPO UNDER IOM and or South Sudan finance/ accounting regulations.
- 6. Being in charge of all state financing and accounting tasks, following the guidelines and direction of the national finance committee and executive director, preparing and updating Project budget reallocation report for the Finance offices to submit for Executive Director's review prior to submitting to IA.
- 7. Supporting CEPO UNDER the IOM project at the field office finance and administration, procurement department and field Project officers in all activities related to procurement, bidding and signing procedures with sub-contractors.
- 8. Supporting field Finance office, the national office and project officers in preparing necessary documents for internal and independent audits.
- 9. Other relevant tasks as assigned by the Director of CEPO UNDER UNHCR South Sudan or his/her designate.
- B. Required Qualification
- a. Essential
- 1. Degree in business administration with specialization in finance or accounting.
- 2. At least 3 years progressive experience in project accounting NGOs systems (Knowledge of NGO is an essential added advantage)



3. *Knowledge on financial and accounting software packages especially quick books.*
 4. *Three (3) years progressive experience in similar position with NGOs in South Sudan*
 5. *Strong budgeting and finance reporting skills on projects*
 6. *Decisiveness in finance matter is of paramount importance*
- b. *Desirable*
1. *Certificates in CPA, ACCA etc are desired advantages.*
 2. *Knowledge of working with donors in meeting flexible requirements is desirable*
 3. *Knowledge of south Sudanese financial laws and regulations.*
 4. *Leadership and team management skills and crucial.*
 5. *Willingness to work in conflict related environment typical of Juba and South Sudan is required*

C. Application Procedure:

Interested applicants should send in their applications with relevant documents to ceposouthsudan@gmail.com and a copy to mori.misak@yahoo.com
Or Deliver hard copy to CEPO's national office just behind the UAP Equatoria Tower building in Hai Neem,
Women Union Compound.

Addressed to

The Human Resource Manager-CEPO.

Closing date for submission of applications is 10th Dec. 2023.

FEMALE CANDIDATE ARE HIGHLY ENCOURAGED TO APPLY

Only shortlisted applicants will be contacted.

Good Luck.

