

SB-H-3
Approved by Senior Inspector
MOL/PSS/JI
24/11/2022



Field Accountant - Vacancy

Organization: Amref Health Africa - Comitato Collaborazione Medica ETS (Amref – CCM Foundation)

Position: Field Accountant

Number of Positions: (1)

Location: Greater Tonj in Warrap State

Start date: ASAP

Reports: Lot Coordinator/Program Manager Lot 19 / Country Administrator

AMREF - CCM Foundation:

Amref - CCM Foundation is an International Non-Governmental Organization with operation in South Sudan. Our vision is “We believe that every human being, even the most vulnerable and marginalized, must enjoy the right to health understood as the overall well-being of the individual”.

We support development actions that protect and promote the right to health, with a holistic approach, responding to health needs and acting on socio-economic factors, identifying poverty as the main cause of lack of health and We address our actions to the poorest populations and we work in the most disadvantaged areas of the world through the collaboration among people and communities in Italy and in low-income countries.

Position Summary;

The Field Accountant will be in charge of day-to-day cash management, transaction recording, and NPS-Accounting system updating on a daily basis and ensuring correctness of support documentation.

The Field Accountant is answerable to the Lot Coordinator and linkages with the Deputy Country Administrator/Country Administrator.

Key Responsibilities

A) Finance

- Maintain cashbook and accounts records for Field office and ensure that all book-keeping and coding is accurate;
- Prepares payments, cheque by verifying documentation, and requesting disbursements;
- Make sure that all financial transactions are carried out and recorded in accordance with Amref-CCM Foundation standard financial procedures;
- Secures financial information by completing data base backups and work closely with Country Administrator;

Amref Health Africa - Comitato
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Non-governmental organization

Via Degli Scialoja 3
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Plot 488, Block 3K
South, 1st class
Thong Piny
Juba, South Sudan



- Maintain staff advances registers and reconcile with the accounting system every month;
- Compile necessary data required by the Country Administrator in order to prepare monthly payroll and do salary payments;
- Ensure that monthly accounting documents are received in Juba within the set date of each month and properly file;
- Maintain monthly bank and cash reconciliations. Ensuring the trial balance is reconciled every month and working closely with Country Administrator for field office transaction;
- Implement Amref-CCM Foundation financial systems and help all staff to understand and work with them;
- Provide support in all other financial matters in collaboration with the Country Administrator;

B) Administration

- Ensure that all financial records are properly kept based in different project/donors;
- Ensure monthly PIT/withholding remittance to the Authority;
- Record all transaction into the NPS-accounting system while ensuring proper coding and exhaustive description of all the expenses;
- Maintain and manage a suitable stock of office stationery;
- Oversee all administrative filing and records, and archiving;
- Provide support to the office in all other administrative matters;
- Undertake any other duties that may be requested by the Country Administrator;



Key Qualifications and requirements:

- Bachelor Degree in either Accounting or Business Administration;
- Minimum of two years of solid experience in financial management, administrative and logistics work with International NGOs;
- Honest and of high integrity;
- Familiarity with MS Words, MS Excel required, Outlook. Familiarity with computerized Accounting packages will be a definite added advantage;
- Experience in managing different donor funded projects UNICEF, DFID, WFP, HPF and AICs
- Ability to Multi-task while maintaining a stringent eye on details;
- Excellent interpersonal, communication, negotiation and representation skills;
- Accurate and precise work style;
- Fluency in English required-ability to communicate in Arabic & Dinka Language will be a definite advantage;
- Able to work in a team setting;
- Ability to use own initiative and to work with minimal supervision;

Application Procedure:

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Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: **recruitment.ssd@ccm-italia.org** Mention the position in the subject line.

Hand delivery to: Amref -CCM Foundation Juba Office located in Thong Piny, Airport Road to the attention of the **HR Department– Amref -CCM Foundation** (please indicate the name of the position you are applying for on the envelope).

Closing date: 15th December 2022

Please Note:** Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. **Female candidates are encouraged to apply.

Child Safeguarding and PSEA Commitments:

Amref - CCM Foundation has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.