



Norwegian People's Aid

South Sudan

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Approved by *[Signature]*
Ministry of Labour
01/02/2023
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REPUBLIC OF SOUTH SUDAN, JUBA

Advertisement For Partnership Accountant-Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response Programme.

The long-term objective of the Civil Society Development Programme (CSDP) is to facilitate a dynamic and vocal civil society in South Sudan. The main components of the program are: Rights of Freedom of Expression and Independent Media Project; Women's Rights Project; Land and Resource Rights Project; and Youth Rights Project.

The Rural Development (RD) programme which focuses on medium to more long-term which focuses on medium to more long-term livelihoods strengthening activities that aim to increase the resilience of conflict-affected households in South Sudan. The programme activities are implemented directly by NPA and through partnership with Local NGOs and Community Based Organizations (CBOs).

The Emergency Response Programme focuses on providing food aid to vulnerable civilians. The aim of the programme is to save lives and support post emergency transitional recovery process through: in-kind food aid; emergency recovery livelihood kits; unconditional cash assistance; and cash grants for Income Generating Activities (IGA) groups.

NPA wishes to recruit a highly competent, proactive and self-driven South Sudanese for the position of **Partnership Accountant**. The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

Responsible for accurate accounting of all transactions under the partnership agreements. Maintain partner account information and ensure compliance with NPA global and country policies and procedures by partners and NPA staff.

Duties and Responsibilities:

Prepare Inputs in Development of Partners' Plans and Budgets

- Review of partners' plans, proposal and budgets to ensure compliance before submission to donors.
- In close collaboration with the budget holders prepare annual partners cash transfer plan.

Financial Accounting



- Review Partners budgets, provide recommendations for budget alignments and address potential problems in accounting and compliance by the partners.
- Maintain the system to track financial commitments and outstanding contract amounts by partners.
- Check and verify periodic transfer requests from the partners for completeness, accuracy and compliance with existing policies, procedures and budgetary provisions before the transfer requests are forwarded for approval.
- Review and reconcile all partners and other accounts transactions posted in Agresso linking bank, cash, debtors and creditors accounts.
- Prepare journal vouchers and post transactions to Agresso, generate specific partners' project reports and inquiries.

Monitor Partners Project Financial Status and Progress in Close Collaboration with Program Staff

- Generate and share partner's financial performance from Flexi Donor Reports per program, identify and explain variances.
- Update the transfer and Partnership contract management tracker

Grant Management

- Implement grant and contract management policy of NPA.
- Establish recovery plans for eliminated items in TBR and communicate to all concerned parties.

Capacity Building of Partners

- Identify potential partners who play a critical role in the NPA activities.
- Conduct Partnership financial assessment as required by NPA policy and identify financial gaps and strengths as well as risk exposure.
- Identify the capacity building needs of the partners and support the training and development activities in financial management and accounting.
- Develop capacity of partners including training all sorts of areas, from accountability standards to cash programming and monitoring and evaluation.
- Conduct routine, ad hoc and mandatory support visits to the partners to reconcile the quarterly accounting records and also carry out any support tasks at such intervals as may be required.
- Monitor partner programs and ensure they are high quality and meet the required standards.
- Monitor and ensure that resources and program delivery is made accountable through innovative ways of monitoring and tracking program delivery.

Support Partners Project Audit Exercises



- Review of all audit reports and management letter to identify issues for follow-up and ensure they are resolved.

Reporting

- Prepare timely, accurate, complete and reliable draft donor financial reports for review by the Compliance Manager and budget holders before submission to the Finance Manager and donors .

Any other duties that may be required and assigned by the supervisor from time to time.

Key Performance Indicators:

- Partners' budget in place
- Timely reports
- Reconciled accounts
- Compliance to Partners' agreements



Desired Qualifications/Skills/Experience:

Education:

- Bachelor's Degree in Commerce, Finance, Accounting or Business Administration from a recognized university. Postgraduate qualification or a professional qualification such as ACCA, CPA etc. are added advantage.
- Four years of relevant working experience with international NGOs, with thorough understanding of GAAP and donor requirements.

Personal Competencies:

- Financial and accounting skills
- Computerized accounting packages.
- Understanding donors' financial requirements.
- Communication and interpersonal skills.
- Analytical skills



Internal:

- All staff.

External:

- Partners
- County officials
- Auditors

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to NPA Juba Office, Martyrs Street (opposite UNICEF).

Applications submitted after 12:00 noon on Tuesday 21st February 2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.
Only Shortlisted candidates will be contacted.

