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World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

Vacancy Announcement

Position Title: **Senior Accountant**

Department: Finance and Administration

Supervisor: Deputy Finance Manager

Work Location: Juba with frequent visits to World Relief field offices



World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998 World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

POSITION SUMMARY

To support in design and managing accounting systems of the World Relief South Sudan Program by ensuring that all financial transactions are fully accounted for. The Senior Accountant will carry out his/her responsibilities as part of a multi-sectoral team. This position requires a highly organized professional who possesses knowledge of administration, accounting, human resources, finance functions and various other responsibilities as they specifically relate to the operation of relief and development programming. The Senior Accountant will report to the Deputy Finance Manager, support him/her on all office functions, and also work closely with the Home Office Finance team on a regular basis.

KEY RESPONSIBILITIES

- Provide technical supervision, oversight and training to particular finance staff at the Juba and field offices including consolidating monthly cash needs from budget holders and compile monthly country cash forecasts and ensure timely submission of information to the Deputy Finance Manager. Ensure in country cash flow is smooth covering all activities and in the sub offices.
- Oversee the protection of WR's country assets through the enforcement of internal control policies and procedures.

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- Assist in the development of grant budgets and proposals ensuring that internal cost allocation and other relevant policies are met with each submission.
- Review and maintain grant documentation and reporting both locally and in the World Relief ERP system and ensure schedule for Donor reporting is respected and all reports are compiled in an accurate and timely manner and submitted to Deputy Finance Manager for verification and approval.
- Maintain current knowledge of local government requirements related to financial matters ensuring compliance with tax regulations and other legal requirements.
- Prepare donor financial reports in respect to accounting, legal and contractual requirements and ensure the review of such reports by the Field and Program Directors prior to submission.
- Liaising with programs team in ensuring that donor finance guidelines, formats and processes are understood by all colleagues at the start of each project and being adhered to throughout the project.
- Stay abreast of various grant regulations and requirements, tracking and monitoring changes and interpretations of US Federal, UN, and national grant regulations.
- Support the Deputy Finance Manager on the completion of internal control audits and initiate necessary actions to correct control weaknesses.
- Support on bank relations and bank account activities.
- Oversee the timely preparation review and approval of all monthly bank account and cash reconciliations.
- Perform payroll functions for all local staff employees.
- Contribute to capacity building and sharing of knowledge within finance department. Also maintain responsibility for transparency and accountability and implementation of policies and guidelines including donors.
- Provide constructive suggestions relative to enhancing current procedures on the existing World Relief policies and procedures
- Support existing team and the Deputy Finance Manager in day to day finance operations and accounting and reporting matters
- Ensure collaboration and cooperation with Program and Logistics Department on cross cutting issues
- Possible field visits to the projects in South Sudan to follow-up financial procedures in the project areas and build capacity of the staff.
- In periods that the Deputy Finance Manager is absent, act as senior finance focal point for the World Relief South Sudan program in support to the Director of Finance and Administration.
- Perform other duties and tasks as assigned by the Deputy Finance Manager.

QUALIFICATIONS

- Bachelor's degree in Accounting or Finance from recognized institution.
- At least two to three years of experience in accounting
- At least one year's experience of supervising other staffs.
- Demonstrated experience in fund-based accounting and computerized accounting

- Mature and professional individual, with high level of integrity, reliable and responsible.

SKILLS REQUIRED

- Good skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication.
- Able to travel and work throughout South Sudan, in all WRSS project locations
- Humility, teamwork, and high level of flexibility.
- Quantitative and analytical skills.
- Ability to understand and work in different cultures.
- Spoken Arabic language skills will be an added advantage.

WORK ENVIROMENT

The duty station for this position is country office (CO) with standard office environment but may require travel to and extended period in the field. Life and work in the field location may be difficult, with minimal living accommodation, extreme temperatures, security risk, and physical demands for walk or travel long distance over difficult terrain to be able to complete work duties.

APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interest potential candidates should submit the above items in the application in any one of the following ways:

Submission to the world Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to WRSSRecruitment@wr.org copying GElizabeth@wr.org including the job title in the subject line or email.

Applications must be received by **8th July, 2020 at 5:00PM**. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

