

Accountant - Vacancy

Organization: Comitato Collaborazione Medica CCM

Position: Accountant

Number of Positions: (1)

Location: Juba, South Sudan

Start Date: ASAP

Apply Before: 16th June 2021

Reports to: Country Administrator



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Aims and general characteristics

The 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 Accountant is answerable to the Country Administrator and linkages with Deputy Country Administrator and State Administrator.

Key Responsibilities

A) Finance

- Maintain cashbook and accounts records for Juba 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 CCM standard financial procedures;
- Secures financial information by completing data base backups and work closely with Deputy Country Administrator;
- 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 State Administrator for field office transaction;;
- Implement CCM financial systems and help all staff to understand and work with them;





- Provide support in all other financial matters in collaboration with Deputy 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 three 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, CHF,HPF and ECHO
- 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 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:

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: CCM Juba Office located in Thong Piny,Airport Road (opposite Ruweng Coordination office) to the attention of the **HR Department – CCM** (please indicate the position you are applying for on the envelope).



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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:

CCM 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.



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