



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN

JOB DVVERTISEMENT

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

In order to enhance its response program, **Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of “Project Accountant – Based in Mingkaman”.**

No. of Vacancies (1)

Job Title:	Project Accountant
Tenure	10 Months (With Possibility of Extension)
Grade	D1
Department	Programs Operations
Reports to	PIAM administratively and technically to the Grants and Finance Manager
Location	Mingkaman – Lake State

Purpose of the Role:

This position is responsible for donor financial reporting, ensuring that sound financial management, internal control systems and procedures are in place for the smooth running of Food Assistance projects in Mingkaman-Lakes. Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in five states of South Sudan, namely Central Equatorial, Eastern Equatorial, western Equatorial, Lakes and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. In order to enhance its response program, Plan South Sudan is seeking to recruit an experienced Project Accountant to support management of Food Assistance project funds in Mingkaman/Lakes State.



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Dimensions of Role:

A. State/Field level Program Planning and Management (30%)

- Prepare monthly cash forecast in collaboration with the project manager, project team and Field Area Finance Manager.
- Reconcile staff advances ledger accounts and follow up overdue advances for clearance within the stipulated time frames, timeous data entry of liquidations in SAP projects and maintain staff advances register monthly.
- Responsible for monthly and quarterly grants project reporting, ensure adherence to financial control, process and procedures of donors
- Manage donor budgets in consultation with the Project Manager, Senior Grants Accountant, Grants Manager and the Country Grants and Finance Manager.
- Review of Payment/Journal voucher packages and ensure they are in line with Plan procedures/controls and aligned with donor requirements.
- Ensure timely update of grants records in SAP which include setting up accurate donor budget lines, derivations & mapping of donor project account lines to grants, updating grants quarterly budgets and facilitating grants closure processes in SAP
- Monitor the project budget and ensure spending is in line for approved grants projects and support Program team with regular updates of grants project line item budget vs actual variance reports.
- Responsible with following up income from locally raised grants, data capture timeously in SAP and append income on grants.
- Ensure real-time posting of entries in SAP to facilitate smooth month end and year-end process. Reviewing and reconciling regularly grants projects ledger reports for accuracy and taking timely corrective action.

B. Cash and Budgetary control (25%)

- Ensure that all payments effected have adequately funded budget lines and are properly approved by Plan Managers with delegated authority
- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the Senior Grants Accountant or CG&FM
- Effectively participate in proposal development and budgeting process
- Track cost recoveries in projects monthly and timeously posting of journal entries in SAP, and consolidate cost recovery analysis reports.

C. Financial reporting (25%)

- Responsible for timely and accurate donor financial reporting.
- Responsible with timely liquidation of Field program expenses for accurate donor financial reports
- Review staff advances liquidation reports prepared by Field Staff and ensure timely liquidation, data entry in SAP and timely follow up of any overdue advances.
- Responsible with Field Office filling and record keeping of accounting records, which include expenditure vouchers, financial reports and donor related communications and agreements (copy FAD, approved budget and project visit reports)
- Ensure Accountability in Preparation, review, consolidation and submission of correct and complete Project Financial reports on time
- Ensure grants accounting records, which include expenditure vouchers and financial reports, are properly filed.

rights and equality for girls in line with Plan's safeguarding Children and Young People Policy
Commitment"



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D. Internal Financial Controls & Compliance (15%)

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding; Code of Conduct and the related mandatory reporting responsibilities.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Respond to grants audit queries, maintaining the Audit Action List for all internal audits and external grants audits.
- Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in SAP before project end date.

E. Human resources

- The incumbent shall be experienced with humanitarian works with flexible and creative approach, highly motivated and able to take the initiative and work unsupervised fosters working in teams & team work spirit, shall also be engaged into the overall management of the day to day activities of food Assistance Project Guidelines.

F. Public Relations/Media

- Ensure all information, publicity and fundraising material recognizes and respects the dignity of disaster victims, especially children and women.

G. Program Operation

- Committed and adheres to humanitarian values especially Child Protection
- Demonstrates technical knowledge of food Assistance Management and reporting.

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organisation.



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- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- Ensuring active and full participation all stakeholders.

Communications and Working Relationships:

Internal

- Field coordinator or PIA Manager
- Food Assistance Project Manager
- Food Assistance Project officers and Supervisors
- Finance Team
- Commodity Tracking & Reporting Coordinator in CO

External:

- WFP
- UNICEF
- Local Government

Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

Successful candidates will possess;

- Minimum of Accounting degree or diploma with over 3years of experience with an INGO
- Organizational skills
- Analytical skills, conceptual and strategic thinking skills
- Communication skills, appropriate to the audience
- Problem solving
- Excellent interpersonal skills

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential

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- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- High level of Contact with Children:

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details:

All applications marked on the right hand corner of the envelope “Application for the Position of “Project Accountant – Mingkaman – Lake State” should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan
Juba, Hai Jerusalem.**

Applications should be submitted in hard copies to Plan International Office in Mingkaman.

OR You can send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Tuesday, 14th March 2023.

Note: Applications submitted are non-returnable.

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