



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title: **PROJECT ACCOUNTANTS (X2)**

Qualifications: A Bachelor's degree in Business Administration/Commerce Accounting or Finance option or its equivalency.

Experience: At least 3 (Three) years in accounting or finance positions, preferably in INGO

Job Location: Head Office, Juba – South Sudan

Direct Supervisor: Chief Accountant

Closing date: 18th Jan, 2023 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is "To serve humanity so all may live as God intended". ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

ADRA's Motto: *Justice. Compassion. Love*

ADRA's Values: *Courageous. Compassionate. Connected*

Job Objective:

To provide Financial and management accounting services to funds, projects and programs that may be allocated to you from time to time, ensuring quality and timely monthly financial reports and statements for those funds, projects and programs after appropriate reconciliations are prepared and submitted to relevant users (stake holders).

Duties and Responsibilities:

1. Offer financial and management accounting services to funds, projects and programs that may be allocated from time to time.
2. Participate in the budgeting processes and revisions of budgets for the Funds, projects and programs under your portfolio.



3. Ensure that monthly management accounts for funds, projects and programs in your portfolio are produced after appropriate reconciliations and submitted to the Director of Finance before the 10th day of the month following the month to which the accounts relate.

4. Prepare Financial reports using budget control sheets and any other donor related templates as may be required by the project for the assigned Funds, Projects and Programs.

The Financial reports and statements and relevant reconciliations to the Director of Finance before the 10th day of the month following the months to which the budget control sheet relates.

5. Prepare and update Project Assets lists for the assigned Funds, Projects and Programs on a monthly basis.

6. Ensure that field financial reports are organized, complete, and accurate and handed in on time to enable timely processing.

7. Participate in Project joint monitoring with Programs Office.

8. Participate in preparation for audit of final accounts of Projects and Funds under your responsibility. 9. Advise Director of Finance on when to request for funds transfer for the assigned Funds, Projects and Programs.

10. Perform any other duties incidental thereto and/or a may be assigned by the Director of Finance.

Key Performance indicators on which you will be appraised

1. Compliance with organizational policies, operating procedures and project/ donor agreements.

2. Respect of and adherence to organizational values.

3. Timeliness and quality of Project reports you're required to submit to your supervisor(s), donors, development partners and other government agencies. Submit Monthly reports by 5th of the preceding month or as per donor guidelines.

4. Ensure Project/Admin Activity line are not more/Less (+/-) 2%, Resolve accounting discrepancies and irregularities by Immediately Informing Line supervisor and assist in budget realignments if required.

5. Positive representation, good public relations and promotion of ADRA South Sudan's positive image among stakeholders in your sphere of influence.

6. Your contribution to the overall efficient performance of the department and the organization as a whole through: team playing, proper usage of assets and other supplies under your custody.

Minimum Requirements

- i. Professional qualifications like CPA or ACCA are an added advantage
- ii. Having worked as an accountant for WFP, UNICEF, UNHCR, UNDP projects will be an added advantage
- iii. Ability to use Sun Plus Accounting software is mandatory
- iv. Good interpersonal and communication skills
- v. Ability to multi-task and still achieve required results
- vi. Motivated, dynamic and dedicated team player

vii. Proficiency in Microsoft Office Suite, and any other relevant accounting packages

Instructions for applications:

All applications should be sent to jobs@adrasouthsudan.org. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

