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 Approved by  
 S/Inspector of Labour



**VACANCY NOTICE**

<b>Job Title</b>	<b>Accountant (National Position)</b>
<b>Office</b>	ACRA Field office
<b>Location</b>	Baliet County, Upper Nile, Sudan South
<b>Reporting to</b>	Finance Manager

**Organization View**

**AGENCY FOR CHILD RELIEF AID (ACRA)** is a national Non Profit, Non-Government Humanitarian Organization founded by active, dedicated and committed South Sudanese professionals and fully registered under the Relief and Rehabilitation Commission (RRC), registration number 387 within the Ministry of Humanitarian Affairs and Disaster Management in accordance with NGO Act 2016 of the Republic of South Sudan. ACRA's aim is to provide sustainable livelihoods opportunities to support and transform the lives of the vulnerable children and populations both in South Sudan's urban and rural areas and help them enjoy adequate access to essential services including; Child protection, Education, Gender Based Violence (GBV) prevention and awareness, adequate and Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition and Primary Health Care services in a manner that respects human rights principles while ensuring the peace and improved social well beings for all.

ACRA works towards addressing some of the most urgent humanitarian crisis and needs and contribute to development through rehabilitation and reconstruction following years of destructive conflicts which ruined the socioeconomic, health and institutional fabric of the Country.

**Vision:** A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.

**Mission:** ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.

As of now, ACRA is a sub-implementation partner of IMC UK on the COVID-19 Emergency Response and Health System Preparedness Additional Financing (CERHSP-AF) project.

The project will run for 18 months (1st January 2023 to 30th June 2024) in Baliet County, Upper Nile State, targeting two PHCCs and three PHCUs within a catchment population of 33,720 people. The intervention aims to strengthen the capacity of the SMOH and CHDs in providing essential and integrated quality health care services including maternal and child health care needs, including antenatal care, basic emergency obstetric care, communicable and non-communicable diseases, immunization and Sexual and Gender Based Violence (SGBV) case management, including clinical management of rape amongst displaced communities and host communities.

**Roles & Responsibilities/Job Description**

**Main Purpose Of Job**

Accountant is based in the field and expected to provide technical support to Finance Manager including direct involvement in day-to-day activities in order to improve the Finance Office's efficiency, effectiveness, and transparency.



The areas of operation include financial policy implementation, donor budget tracking (debits and credits), Data importation into quick books, internal audits, financial report preparation, and banking, largely petty cash in the field, payroll, and external audit support.

**Key Tasks:**

- 1) Plan and organize disbursement of funds
- 2) Reconciles Petty cash on daily basis.
- 3) Assists Finance Manager with documentation including receipts from the field
- 4) Consolidate accounts and allocate shared costs to donors
- 5) Conducts all cash transactions including deposits, Cheque and cash transfers and requests for bank statements.
- 6) Assists with Office Administration duties
- 7) Prepare internal and external financial reports in accordance to donors' guidelines
- 8) Collaborate with the Programme and the FSL Manager to determine the cash needed for weekly activities to ensure activities are uninterrupted operations.
- 9) In collaboration with Finance Manager, develop and manage risk in the Finance Department
- 10) Assist in processing payments of Social Insurance and Personal Income Tax for Project staff.
- 11) Track partnership issues and coordinate as necessary key issues with the programme representatives and project management committee
- 12) Maintain excellent cooperation and coordination with ACRA partners, both local and international.
- 13) Identify deficiencies in financial understanding among the ACRA staff and conduct informal capacity building activities and/or formal training workshops as necessary.
- 14) Propose improvements to enhance the effectiveness and efficiency of the Finance Office.
- 15) Implement new financial policies in collaboration with the Finance Manager.

**Perform any other duties as required by the Line Manager**

**PERFORMANCE STANDARDS**

- Cash is disbursed following proper ACRA procedure
- Cash is accounted for at end of each day prior to closing Payroll is disbursed following proper ACRA procedure.
- Social Insurance and Personal Income Tax are paid on a timely basis
- All receipts from the field especially field offices are received, verified, stamped and filled.
- Receipts are accounted for in a manner consistent with ACRA policy
- Banking procedures are carried out according to ACRA standards
- All administration issues are properly and timely handled
- Funding requests are processed and submitted on a timely basis and all programme operations run smoothly
- There is tangible efficiency and effectiveness in the finance office
- All new finance policies are effectively implemented



- Capacities of other finance staff are built especially in the use of quick books finance data base.
- Audit recommendations and correction plans implemented

**MINIMUM QUALIFICATION/EXPERIENCE**

- University degree in Accounting. A CPA or ACCA certificate is of added advantage
- At least two years of previous experience in professional accounting or closely related financial management work is required
- Ability to analyze accounting processes and identify practices and procedures that require correction or modification.
- Must be able to formulate recommendations for maintaining accounting systems in a high state of efficiency.
- Computer literacy including the use of programs such as MS Word, Excel, Access and other accounting software
- Experience with different international donors' requirement, particularly USAID/OFDA and UN agencies

**SKILLS AND ATTRIBUTES**

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships with the local communities.
- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and spoken Arabic).
- The advantage of having worked in Baliet County is desired.



<b>WORK CONDITIONS</b>	The position is for a field staff member who will be based in Baliet County and may travel to the Juba Office and other locations.
<b>JOB COMMITMENT</b>	
<b>STARTING DATE</b>	<b>Immediately.</b> Note that the evaluation of applications will be on rolling basis as we begin to receive applications due to the urgent nature of the position.
<b>DURATION OF COMMITMENT</b>	<b>12 months with possibility of extension based on performance and funding availability.</b>
<b>SUBMISSION OF APPLICATION</b>	<p><b>The Application should be submitted by email to</b></p> <ul style="list-style-type: none"> <li>• Hard copy applications sealed in envelop should be submitted at ACRA Office, Juba City Council: Block B5, Adjacent to the Munuki Payam Office, behind St. John School (opposite the school borehole), Munuki Town Block <b>OR</b> ACRA Office in Baliet County, GOAL Compound.</li> <li>• Applications through emails should be submitted to</li> </ul>



	<a href="mailto:jobs@acra-ssd.org">jobs@acra-ssd.org</a> without copy to any other email.
<b>CLOSING DATE</b>	20 <sup>th</sup> January, 2023
<b>OTHER INFORMATION</b>	<p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"><li>• Curriculum Vitae (CV) that contains details of your qualifications, experience, and present position, salary expectation, current or previous position held, contact details and names of three references.</li></ul> <p><b>Female candidates are highly encouraged to apply</b> <b>Only short-listed candidates will be contacted.</b></p>

