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Approved by
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MDL
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JOB OPPORTUNITY

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is *Lasting Health Change in Africa*. For more on Amref Health Africa please visit www.amref.org

Amref Health Africa in South Sudan is seeking to hire **Qualified, Competent, and Vibrant South Sudanese Nationals** to fill the following position.

Position: Project Accountant- 01 Position

Country Office: South Sudan

Duty Station: Juba

Opening Date: November 17, 2022

Closing Date: December 6, 2022

PURPOSE OF JOB:

- ❖ To provide management accounting support to designated projects in line with AMREF's financial policies and procedures and donor grant agreement
- ❖ To ensure effective utilization of project funds according to AMREF policies and procedures and the Donor guidelines

KEY RESPONSIBILITIES: The listed functions summarize the roles that will be performed by the Project Accountant.

KEY AREA	Activities
Financial Reporting	❖ Preparation of financial reports e.g. donor financial reports, for review and call down requests as specified in the respective grant agreements and other internal financial reports Prepare monthly progress report to the management on project funding status and cash management



	<ul style="list-style-type: none"> ❖ Keep in retrievable manner all supporting documents as may be required by the grant agreements Present cost center financial performance in QRMs
Cost Centre Management	<ul style="list-style-type: none"> ❖ Provide operational support to Project Managers on expenditure management to includes: Short-term action plans and expenditure scheduling ❖ Regular review meetings with Project Manager to resolve and discuss various financial and accounting issues and queries. ❖ Review of BVAs and expenditure statements with project Managers, holding of budget Macros and account allocations in Navision etc.
Projects Financial Management	<ul style="list-style-type: none"> ❖ Processing, approval and coding of expenditure (claims, imprests, surrenders, Purchase Invoices (including MAF & UNHAS), GRN, Receipts, field office returns and purchase requisitions as per SLA) and internal recoveries in accordance with approved work plans and budgets. ❖ Ensuring accuracy of postings against budget lines and passing correcting journals as may be required. ❖ Provide technical financial support to the project team, ensuring adherence to policies, regulations and standards including improvement of timeliness, quality of service provided and set up implementation of internal control systems
Bank Reconciliations	<ul style="list-style-type: none"> ❖ Monthly preparation of the bank reconciliations by 5th to be reviewed by 10th of every month as assigned. ❖ Preparing JVs for items located in the reconciliations
Cash flow Management	<ul style="list-style-type: none"> ❖ Ensure regular monitoring of the cash flows for the allocated projects and forwarding of the Requests when is due quarterly or Monthly. Sharing with treasury accountant projected cash need for projects under their docket for call down from HQ
Audits	<ul style="list-style-type: none"> ❖ Participate in internal and external audits by providing auditors with accounting schedules and documents as requested
Budgeting	<ul style="list-style-type: none"> ❖ Prepare annual operational budgets for projects by determining funds available for the budget, determining activities scheduled for the year and their cost and translating these to an operational budget in AMREF format for assigned cost centers. ❖ Participate in proposal budget developments and inputs
Others	<ul style="list-style-type: none"> ❖ Any other duties delegated from time to time by management



REQUIRED QUALIFICATIONS

Minimum Education

- ❖ A Bachelor degree in Accounting or Finance; and
- ❖ Partial Accounting professional qualification.
- ❖ Computer training/Knowledge (Ms Office packages and Finance Management System)

Experience

- ❖ Minimum of 3-years work experience in Finance Department with INGO

Skills & Competences

- ❖ Strong Analytical skills blended with problem solving attitude
- ❖ Good Communication skills - ability to present and report findings verbally and in writing
- ❖ Good interpersonal skills and team spirit,
- ❖ Proactive, Enthusiastic to learn
- ❖ High level of self-discipline and integrity
- ❖ High Quality work within tight deadline
- ❖ Attention to detail and diligent

Application

Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource & Operations Department, Amref Health Africa.

The closing date for submitting applications is **December 6, 2022**.

Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.

Amref Health Africa is an equal opportunity and has a non-smoking environment policy



17/11/2022