



JOB DESCRIPTION – SENIOR ACCOUNTANT

POSITION: Senior Accountant
DEPARTMENT: Finance
REPORTS TO: Finance Manager
LEVEL: Mid-level officer, not managerial
LOCATION: Juba
DATE OF ADVERT: 27/02/2024
DEADLINE: 15/03/2024

50-H-3
Approved by Senior Inspector
MOL/RES/NT
27/02/2024
28 FEB 2024
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN

ABOUT INKOMOKO

Inkomoko supports entrepreneurs to grow their businesses in order to improve livelihoods, create jobs, and help communities thrive.

Founded in 2012, Inkomoko has worked with more than 60,000 entrepreneurs across East Africa, including thousands of refugee entrepreneurs. Inkomoko provides a combination of training, consulting, access to finance, and market-level systems change. We are the largest lender to refugee entrepreneurs in Africa.

Inkomoko has +390 staff in 30 offices across Rwanda, Kenya, Ethiopia, and South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 4 additional countries to improve the lives of more than 7.6M people by serving more than 550,000 entrepreneurs and investing \$150M into refugee & host communities across Africa.

INKOMOKO VALUES

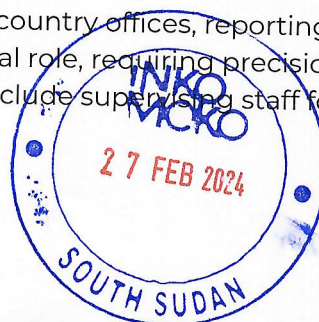
All staff at Inkomoko are connected to a shared set of organizational values:

- **Purpose:** be solutions-oriented and produce high-quality work in pursuit of our mission.
- **Achievement:** push yourself to reach beyond what you think is possible.
- **Improvement:** committed to continuous learning and growing through open feedback.
- **Bravery:** willing to take risks, speak up, create a safe space for others, be inclusive.
- **Turikumwe/Tuko Pamoja/ Abren Nen/Kulu na Sawa("We are together"):** appreciate your colleagues, celebrate success, and support each other in hard times.

Inkomoko reflects the communities we serve. Displaced persons and women are strongly encouraged to apply.

ABOUT THE OPPORTUNITY & RESPONSIBILITIES

Inkomoko has a Senior Accountant in each of our country offices, reporting directly to the Country Finance Manager. This is a highly technical role, requiring precision in accounting, finance, and attention to detail. Responsibilities include supervising staff for transaction



management, reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. Specifically, the role entails:

BOOKKEEPING & ACCOUNTING (60% time)

- Effectively handle all day-to-day accounting and financial operations, supervising junior finance staff in bookkeeping practices and transaction management.
- Supervise and contribute to recording of all company transactions, payment, and billing.
- Tracking actuals v budget, and produce reports on various company, department, and donor budgets.
- Conduct monthly accounts reconciliation and end month closing procedures.
- Provide real-time cash flow forecasts based on available financial information including contracts and project status.
- Asset and inventory management including but not limited to running depreciation, capturing additions and disposals and physical asset verification.

PROCESS OVERSIGHT & COMPLIANCE (30%)

- Maintain internal controls, procedures, and policies to ensure proper fiscal management, documentation, and compliance.
- Review of practices to protect and detect any fraud.
- Develop any needed SOPs, aligning with colleagues across the finance department.
- Tax compliance management and supporting tax planning.
- Work with AR/AP Associate to ensure effective invoicing, payment recording and receipting.
- Manage staff advance reconciliations.
- Ensure compliance with client/donor finance guidelines in project implementation.
- Proactively keep abreast of regulations in consultation with leadership to ensure continuous compliance.

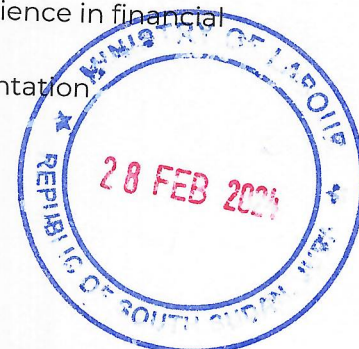
ADMINISTRATION (10%)

- Other department meetings, strategic planning, and support to the CFO, Finance Director and other leaders as needed.
- Upskilling of junior staff, and providing management support of their work
- Other duties as may be required from time to time.

CANDIDATE QUALIFICATIONS

Successful candidates will have both technical skills in finance, plus alignment with company vision and values. Successful candidates must navigate fast-paced environments with enthusiasm and incredible attention to details. Minimum qualifications include:

- University degree in Finance, Accounting, or related field
- Professional qualification (CPA, ACCA, CIFA or CFA) will be an added advantage.
- At least 5 years of work experience in finance, with previous experience in financial reporting
- Skilled in the use of Microsoft Word, Excel and Power-point presentation



- Analytical skills with the ability to pay attention to details.
- Ability to meet deadlines and work independently with the highest level of personal integrity.
- English and country's national language fluency is required.

WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organization. Our compensation includes both a great culture and a competitive market-based package, including:

- Incredible company culture, including deep investment in your learning and growth, and a commitment to inclusion and diversity.
- Opportunity to work with a talented, passionate, and committed team of professionals across the region.
- Ability to make a significant social impact and contribute to economic growth.
- Competitive salary, and potential KPI-based bonus
- Favorable policies like health insurance, staff savings program, parental leave, pension scheme, sabbatical program, and more.

TO APPLY

If you're excited about this role, please submit your cover letter and CV through the application portal or to Inkomoko Officer in Afex River Camps, near Konyo konyo Market, Ngong Road, Juba, South Sudan before 15th March 2024. Please clearly indicate the position you're applying for at the right corner of the envelope. This position is for South Sudanese Nationals only. You can as well submit your cover letter and CV through the application portal <https://inkomoko-job-portal.web.app/home> Tell us about what you'll bring to this growing company.

Inkomoko is committed to justice, diversity, equity and inclusion. As we seek to reflect the communities we serve, refugees and women are strongly encouraged to apply. As a company we have policies that ensure fair treatment in the application process.

NB: Only shortlisted candidates will be contacted. Employment is conditional upon successful background checks and other verification as needed.

All offers of employment will be subject to satisfactory references and background screening checks. Inkomoko also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual misconduct, fraud, or abuse. By applying, the job applicant confirms his/her understanding of these recruitment procedures.

