



MSF Switzerland
Hai Malakal, Juba Town
South Sudan

JOB VACANCY – ACCOUNTANT
NUMBER OF VACANCIES: 01

Medecins Sans Frontieres (MSF-Doctors without Borders) is an international independent medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Juba

Contract: 6 months fixed term contract renewable with a trial period of 3 months

Main Purpose:

Controlling the daily cash/check management, supporting the project accounting staff, overseeing and preparing the capital/projects books in accordance with the Finance Manager's instructions and MSF protocols, standards and procedures in order to provide accurate, reliable and updated financial information |

Scope of responsibilities:

- Implementing and controlling the daily cash and check management and ensuring that all receipts and documentation meet **MSF** requirements (procedures, deadlines, information, signatures ...).
- Tracking bills/vouchers, invoices and other running costs and analyzing the related information (costs, service contracts..) in order to give reliable and updated information.
- Controlling cash advances & cashbook movements for each petty cash box, recording all IN and Out transactions, ensuring that cashbox balances always reflect the actual amount of money kept in the cashboxes and investigating any discrepancy. Ensuring strict compliance with cash control procedures for each cashbox / currency (daily cash control, weekly cash inventory and reconciliations)
- Performing currency exchange operations in accordance with **MSF** rate policy
- Ensuring a monthly account report in accordance with **MSF** procedures, checking individual entries and preparing the necessary administrative documents (originals) as a basis for justification and explanation of payments and receipts made.
- Preparing the timely payment of taxes with the Finance Manager's instructions.
- Being responsible for the processing of accounting software peripheral accounting (project and capital) including checking the quality of the mission accounting allocations and their conformity (correct encoding of salaries, following up and matching of internal transfers and advances in the mission, checking invoices and their allocations, preparing payment order documents to be sent to HQ). Analyzing the problems of the cash box discrepancies and giving technical help to find solutions.
- Being responsible for filing accounting documents and their annexes, preparing documents for audits, organizing the scanning of documents and archiving mission financial documents
- Informing supervisors of any issues / problems that may arise in their job performance

Recruitment Criteria:

Education: MANDATORY Diploma preferably in the field of accounting, finance or business administration.

Experience: MANDATORY 1 year's experience in a similar position in humanitarian aid preferably within MSF. Essential experience in administration and accountability.

Languages: Fluent English (oral and written) and Arabic required.

Knowledge: Computer literacy in MS Excel and Word, knowledge of accounting software desired, results and quality oriented, behavioural flexibility, teamwork and cooperation essential.

Applications:

Interested South Sudanese candidates are invited to submit their application with motivation letter and updated CV with copies of their education credentials, experience letters and National ID Cards to our email msfch-juba-hrmanager@geneva.msf.org by 8th April 2022 by 5:00pm South Sudan Local Time.

Qualified women & people with disability are strongly encouraged to apply.
Only short-listed candidates will be contacted and applications received will not be returned.

