



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

## JOB ADVERT

- Job Title:** CHIEF ACCOUNTANT
- Minimum Qualifications:** Degree in finance related areas such as Accounting, Business Administration, Economics or Commerce
- Experience:** At least 5 (Five) years in accounting or finance positions, preferably in humanitarian agencies
- Job Location:** Central Office - Juba – South Sudan
- Direct Supervisor:** Finance Director
- Supervises:** Accountants and Cashier
- Closing date:** 18<sup>th</sup> Jan, 2023 at 5:00pm South Sudan time

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**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*

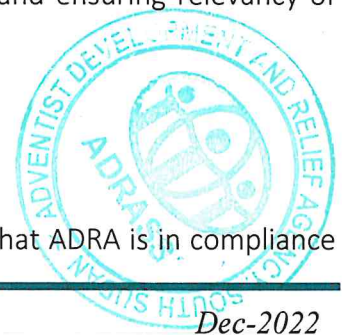
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### Job Objective:

Supervise the operation of the accounts department and ensure the integrity of the organization’s accounting system for the delivery of accurate and timely management and accounting information for internal and external stakeholders. Prudent management of Funds, Projects, and Program funds, availing timely financial and management accounts that are compliant to the relevant funds, projects and program agreements and generally accepted accounting principles, and ensuring relevancy of the accounts to management decision making.

### Job Summary:

Oversees the day-to day operations of all financial matters and ensuring that ADRA is in compliance



with established financial policies, donor agreements, legal requirements and procedures and that necessary resources are available to carry out program activities.

Assume all responsibilities of the Finance director/ Administrative Director during their absence.

### **Duties & Responsibilities:**

1. Verify that all expenses are in compliance with the projects approved budget, ADRA South Sudan accounting procedures and donors' regulations.
2. Review and approval of journal and payment vouchers.
3. Develop and update the Administration chart of accounts annually.
4. Verify checks before giving them to Finance Director to be signed.
5. Review the chart of accounts created by the accountants before they set up the accounting books.
6. Assist in budgets preparation for new projects.
7. Ensure all outstanding vouchers/documents in both projects and bank reconciliations are cleared out in the following month.
8. Take responsibility for assigned accounting materials and equipment being careful with their utilization and for regular license renewal.
9. Ensure payment of ADRA's liabilities and collection of ADRA's Receivables including payroll on timely manner.
10. Ensure personnel accounts reflect up to date balances.
11. Take responsibility for preparing and updating ADRA South Sudan Administration's fixed assets register.
12. Provide to the Finance Director all necessary information for the preparation of financial reports.
13. Perform daily supervision of the accounting personnel's work.
14. Participate in all training proposed by ADRA in order to acquire more skills.
15. Assist auditors in their requests.
16. Ensure Daily, Monthly Back-up all financial Reports and statements either from Projects or Administration with submission to Finance Director for off-site custody
17. Ensure setup of online banking payments and assist with bank correspondence.
18. Accomplish any other required task by the administration in the limit of the expertise required
19. Submit monthly time-sheets to be approved by the supervisor.



20. Ensure monthly project and Administration financial reports and statements are produced by the 10<sup>th</sup> of following month and distributed accordingly
21. Perform a cash count for the office petty cash at least monthly.
22. Ensures capacity building for accounting staff
23. Perform any other duties that may be Assigned from time to time by the Finance Director

### **Performance Indicators:**

1. Nil unauthorized absences during the past year during official organizational working hours other than those coordinated with the direct supervisor.
2. Deadlines met for monthly, annual and end closeout financial reports.
3. Project and Administration Financial Reports given to ADCOM by the second week of the preceding month.
4. Consistent evidence of reviews of project postings
5. Accurate reports that reflect correct financial status
6. Updated monthly project and administration reconciliations.
7. Honesty and integrity in all work activities.
8. Cashflow forecasts prepared for all projects
9. Monthly cash count performed
10. Feedback to Project Managers on budget expenditures.

### **Other Valued Criteria:**

1. Willingness and flexibility to work as part of a team.
2. Social and cultural understanding.
3. Good numeric comprehension.
4. Computer literate with very good working knowledge of word processing, spreadsheet and email software programs.
5. Willingness to work additional hours in order to meet tight deadlines
6. Fluency in English required.
7. Excellent written and verbal communication and interpersonal skills.
8. Attention to detail and accuracy.
9. Planning and organization skills.
10. Be honest at all time and conform to the regulations of the agency and/or the Seventh-Day Adventist church.





**Instructions for applications:**

All applications should be sent to [jobs@adrasouthsudan.org](mailto: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.*