



JOB ADVERTISEMENT	
Job title:	Accounts Payable
Duty Station:	SSRC Headquarters- Juba
Reports to:	Accounting Coordinator
Job Open date:	10 June 2025
Job Close date:	23 June 2025

## ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 250 SSRC staff, approximately 20,000 volunteers and 4,000 members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

## POSITION PURPOSE

The Accounts Payable is responsible for ensuring that all company (vendors) are paid on a timely manner. The incumbent is responsible for processing invoices, reviewing checks and managing relationships with creditors.

## KEY RESPONSIBILITIES

- Follow up with vendors for their statements and conduct timely vendors reconciliations.
- Review payment requests and prepare payment voucher.
- Follow-up on approvals of payment voucher before submitting to the Treasury officer for actual payment.
- Always Maintain up to date record of Creditor/ Supplier information.
- Review and enter all invoices to the NAVISION.
- Conduct age analysis for vendors
- Reconcile the supplier accounts monthly and provide the file to the accounting head on a monthly basis.



- Prepare payments for Statutory obligations relating to payroll (PAYE), Social Security fund or any taxes withheld and ensure remittance is done to the government as per the South Sudan law and on time.
- Follow-up on all monthly accruals to be made paying attention to the accruals that relate to projects that are closing. This should be booked into Navision.
- Record correctly all transaction relating to fixed assets and required adjustments done.
- Amortise prepayments monthly e.g. internet
- Conduct proper filling and documentation relating to financial transactions.
- Any other task as would be assigned by your line manager.

### **Position Requirements**

- Bachelor's degree in accounting, Finance, Business Administration, or any related field.
- Completion of CPA (Intermediate), ACCA (Intermediate), or CIMA Part 1 is an added advantage.
- Minimum of 3 years' experience in financial management, accounting and audit and risks management.
- Experience working in an NGO, humanitarian organization, or donor-funded project is highly desirable.
- Fluency in **English** (spoken and written) is required.
- Knowledge of **Juba Arabic** is desirable.
- Sound understanding of audit standards, internal controls, risk management, and compliance frameworks.
- Strong analytical, investigative, and critical thinking skills.
- Excellent communication and interpersonal skills to engage effectively with staff at all levels.
- High level of integrity, ethics, and professionalism in handling sensitive information.
- Demonstrated ability to write clear, concise, and well-supported audit findings and recommendations.
- Good understanding of financial systems and documentation, budgeting, and donor compliance requirements.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint); knowledge of accounting software is an added advantage.

### **How to apply:**

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) please indicates the title of the position and location you are applying for in the subject line of your email.

**Alternatively**, applications can be hand-delivered to South Sudan Red Cross Headquarters.

Plot #4, Block Ministries, Munuki Area, **Juba Office**

**Note:** Only candidates with certified copies of academic documents by the relevant public authorities or line ministries will be shortlisted and contacted for an interview and all the applications are not returnable and will remain the property of SSRC.

**Qualified female candidates are strongly encouraged to apply.**

