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PLAN INTERNATIONAL SOUTH SUDAN

EXTERNAL JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese to fill the position of **"Project Accountant – to be based in Rubkona"**.

No. of Vacancies (1)

Job Title:	Project Accountant
Department:	Finance
Reports to:	Project Director
Level:	12
Location:	Rubkona



Approved
BY- MOL
Bentis, unity state

Purpose of the Role:

The Climate Proof Water for Food (W4F) Project is a multi-country (South Sudan and Ethiopia) and an integrated climate-resilience project supported by the African Development Bank. The project seeks to strengthen the resilience of vulnerable communities in Rubkona and Mayom Counties in Unity State, South Sudan, through climate-smart agriculture, food-security and livelihood interventions, climate-resilient water supply, sanitation and hygiene services, and improved management of floods and natural resources.

The project will work with communities, government institutions, local partners, and private-sector actors in Rubkona and Mayom counties of Unity State and national line ministries, including the Ministry of Finance and Planning (MOFP-SS), the Ministry of Agriculture and Food Security (MOAFS -SS), the Ministry for Water Resources and Irrigation (M W RI-SS), the Ministry Of Environment and Forestry (MEF-SS), the Ministry for Gender (MG-SS)



Ministry of Humanitarian Affairs and Disaster Management (MoHADM-SS). It will promote inclusive, gender-responsive, and environmentally sustainable approaches that strengthen food production, water security, and community resilience to climate change.

Dimensions of the Role:

- Reports to Area Finance Manager
- Works in collaboration with Country Finance Manager/ Head of Department other Accountants and Implementing Partners.
- Responsible for monthly, Quarterly Grants project Financial Reporting ensure adherence to financial control, process and procedures of Donors.
- Manage Donor's budget in consultation of Senior Grants Accountant/ CFM.

Key End Results and typical Responsibilities;

- Review payment/journal vouchers packages and ensure they are in line with plan policies procedures, and control aligned with donors' requirements.
- Preparation of shared direct & indirect program cost allocation processes, methodology for overarching costs that comply with donor's rules, regulations on allowable costs
- Ensure timely preparation of accurate donors' financial reports for the Emergency Grants, grants portfolio & coordinate timely submissions to donors.
- Do SAP projects budget mapping in to system for specific Donor's Grants numbers.
- Monitor the budgeting performance and planning BVA by ensuring Each fund from Donors SSHF & DRA (SSJR) are managed according to the FAD agreement for every Grants & activities are monitor from time to time.
- Support program staff & all the stakeholders in preparing grants budgets for new proposals or realignments to ensure adequate coverages of all costs-program & operation cost.
- Ensure timely update of grants records & grants Closure in SAP which include setting up accurate donors' lines derivations & mapping of donors' projects account lines to grants, updating grants, quarterly budgets uploads, top up budget & facilitate grants closure processes in SAP through project Manager & Business development Department.
- Consolidate monthly projects forecast, activities cash projection, review & raise Advance request for payment send to CO for cash transfer to Field office.
- Participate in the annual planning & budgeting process by completing tasks which might be assigned by Senior Grants Accountant & CFM.
- Participants in Grants closing at the end of the project implementation period.
- Ensure accruals at each grant closure are accurate, valid & liquidation done within the periods.
- Monitor staff advance/debtors keep records, timely posting of expenses & actual cost recoveries, reverse Grants, monitor Budget verse Actual (BVA)& review budget
- Manage grants running accurate derivations & mapping of Grants
- Support in monitoring and reporting budget lines due for cost recoveries and flag out under & over recoveries in Grants under my control.



- modification through SAP software and inform management timely on areas which are beyond me.

Internal control systems, Finance accounting management & compliance

- Mitigate risks of disallowed costs during each reporting periods & ensure those are taken care of during review.
- Review Bank statement and prepare Bank reconciliation on monthly basis
- Prepare balance sheets classification before closure of month end & record them in system.
- Do age analysis of all advance registered within the month and follow-up through sub-coordinate then ensure they are cleared or liquidated.
- Monthly accountancy bundle is prepared in compliance with internal control procedure
- Ascertain periodic financial reports are representatives, accurate, reliable, present true & fair view of reporting standard.
- Document bank signatory information consistently update & keep on file
- From time-to-time scan and upload financial documents to Donor on quarterly bases.
- Participate in month end closure in monitoring advances accounts.
- Manage bi-monthly treasury forecast to ensure availability of fund to keep program running
- Conducts twice or once a month spot check in cash flow, to ensure internal control is in place.
- Monitor and meets financial report deadlines
- Monitors accurate posting in SAP & budget Vs actual in system for donor timely financial review

Risk Management & Security Compliance

- Assess risks related to financial programming in settings and develop mitigation strategies. And ensure that project staff and partners adhere to ethical guidelines for Plan International.
- Promote and abide by Plan International policies and procedures including but not limited to gender equality, mainstreaming, safeguarding, codes of conducts and related reporting responsibilities.
- Ensure all transactions are in lines with Country office tax law complete and submit tax return to the tax Authority before its due date.
- Work closely with Risk and Compliance manager in addressing related Audit queries.
- Participate and prepare project proposals to ensure safeguarding is integrated into all existing projects

Financial Reporting & records keeping

- Ensure timely accurate financial reports preparation and submission in line with Donor's rules and regulations.



- Ensure accountability in preparation, reviews, consolidation, submission of correct and complete financial reports in timely manner
- Ensure grants accords records, expenditure vouchers and financial reports are properly filed.
- Prepare SAP budget modification 4 Grants monitoring before submission to CO for final review & approval.

Cash and Budgetary control

- Participate in the annual planning & budgeting process by completing tasks which might be assigned by Senior Grants Accountant & CFM.
- Participants in Grants closing at the end of the project implementation period.
- Ensure accruals at each grant closure are accurately recorded valid & liquidation done within the periods.
- Effectively participants in proposal development and budgeting process.
- Facilitate responses to Audit questions on timely matter and consolidate cost recoveries reports on monthly basis.

Policy and Advocacy, Safe guarding Support

- Ensure safeguarding policies for plan international South Sudan is observed by all staff, associates, beneficiaries and any safe guiding concern is reported to the relevant authorities like Focal persons, CD safe call.
- Ensure staff, associates, beneficiaries are aware of safe guiding reporting mechanism and maintain the confidentiality.
- Never participant in child marriages and staff should not engaged in relationship with beneficiaries.

Coordination & Partners' field visit

- Establish and maintain strong partnerships with local partners, communities.
- Verification of direct beneficiaries' distribution
- Training of communities on financial recording and maintenance.
- Review partners outstanding advance and follow-up for liquidation.
- Participants in partners financial management capacity assessment

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;



- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them;

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children and staff
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of Plan International.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- Ensuring active and full participation of all stakeholders.

LEADERSHIP AND BUSINESS MANAGEMENT COMPETENCIES

Leadership Competencies;

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

BUSINESS MANAGEMENT COMPETENCIES

- Understand relevant sectorial context including how the sector operates in terms of partners and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas



such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security

- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

Required Qualifications and Technical Expertise

- BSc in Business Management, Finance and Accounts Management or a related field; is in Basic Fraud Investigation and report writing.
- Minimum seven (9) years' experience in Finance Management.
- Demonstrated technical expertise in Finance and Accounting, market systems and value chain development, and Bnaks cooperative strengthening.
- Proven experience managing field teams, local partners, and institutional donor budgets and compliance requirements.
- Fluency in written and spoken English; knowledge of the local language in Juba Arabic is an advantage.
- Experience working in fragile, conflict-affected, displacement or flood-prone environments is strongly preferred.
- Strong report-writing, analytical, facilitation and stakeholder-engagement skills.
- Proficiency in Microsoft Word, Excel and digital data-collection tools.

Key Skills

- Integrity and professional accountability
- Attention to detail
- Conflict sensitivity and cultural awareness
- Community engagement and facilitation
- Problem-solving and sound judgment
- Ability to work independently in challenging field conditions
- Effective communication and teamwork
- Commitment to gender equality, inclusion and safeguarding



Communications and Working Relationships:

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact.

Internal:

- Senior Grants Accountant
- CO Senior Financial Accountant
- Country Finance Manager (CFM)
- Project Manager
- Heads of department
- Risks and Compliance Management units



- Global Assurance Team
- Program Team
- Technical experts' team & other Plan staff

External

- National office and Donor Grant financial reporting and Compliance.
- Partners for Advance Management.
- Services providers for tax Management.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder has a travel required of 40% to the field areas and the country office.

Level of Contact with Children:



- High level of contact with children

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. However, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details:

All applications should be marked “Application for the Position of “Project Accountant” Based in Rubkona” and should be addressed to:

The Director of People and Culture - Shared Services
Plan International South Sudan
Juba, Hai Jerusalem.

Applications can be submitted via email to hr.ss@plan-international.org or Hard copy
Applications should be submitted to Plan International office in RUBKONA.

The closing date for receipt of applications is before close of business on Thursday, 22nd October 2026.

All applicants interested in this position are required to **update their Curriculum Vitae (CV)** to include the **most recent employer and referees’ official email addresses.**

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