



JOB OPPORTUNITY

Position: Accountant (Payable)
Department: Finance
Reports To: Deputy Finance Manager
Location: South Sudan/Juba

Job Summary:

You will help coordinate and contribute to the implementation of the Country Program's (CP's) accounting systems, policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the poor and vulnerable. You will efficiently perform accounting services through documenting financial transactions by compiling, analyzing, and verifying account information; preparing account entries; and delivering financial reporting services.

Job Responsibilities:

- Review and validate supporting documentation before processing of financial transactions to ensure all required documents are accurate and complete and authorizations are in place.
- Ensure setup and maintenance of all data required for processing financial transactions for assigned accounts in Sun Systems financial accounting package.
- Record financial transactions following appropriate authorizations. Review and analyze various accounts to detect irregularities. Advise on corrective actions and prepare correcting entries and adjustments, as necessary.
- Monitor disbursement schedules, alert relevant staff of due payments, and maintain appropriate communication and follow-up to facilitate timeliness of financial resource management.
- Prepare various, periodic and ad hoc financial reports, as needed, and perform variance analyses to assist with decision-making and proper management of financial resources.
- Provide information to staff on financial accounting policies and procedural compliance issues and contribute to capacity strengthening.

Background, Experience & Requirements

Education and Experience

- B.A. degree in Accounting, Finance, Economics, Business Administration with courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of two years' experience in a position with similar responsibilities, preferably with an international or local NGO, or a financial/banking institution.
- Knowledge of the relevant public donors' regulations preferred.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications. Knowledge of Sun Systems financial accounting package or similar financial reporting software preferred.

Personal Skills

- Excellent analytical skills with ability to detect and report inconsistencies
- Accuracy and completeness with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

Required/Desired Foreign Language

Travel Required: 20% travel to the field

Key Working Relationships

Supervisory: None

Internal Finance staff, CPs' MQ/PQ Staff, Heads of Operations, Head of Programming, Compliance Manager, HQ Internal Audit and Regional Compliance Team

External: Banks, Partners, Auditors and Government Departments (Taxation Department)

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

❖ *Equal Opportunity Employer*

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **February 28th, 2020**. Only short-listed candidates will be contacted.

Address your application letter and CV to, **Human Resource Department, Catholic Relief Services South Sudan program, Juba Office** or by E-mail: southsudanvacancies@crs.org