



Norwegian People's Aid

South Sudan



Vacancy Announcement: Field Office Accountant

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Field Office Accountant**.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

Responsible for processing and reconciliation of Rumbek, Mvolo, Yirol and Awerial field offices imprest and bank accounts, providing financial information to imprest holders, provision of technical support and inputs and comments during program planning and implementation, ensuring smart budgeting and budget monitoring, timely and accurate preparation of donor financial reports, conducting specific program analysis of performance, supporting budget holders and staffs of NPA to perform strong financial management. In addition, the position is responsible for taking initiatives to ensure that funds are used in the best possible way by enforcing adherence and compliance with NPA global and country program internal control measures and procedures.

Duties and Responsibilities:

1. Check, verify, reconcile and post to Agresso imprest accounting i.e. the cash book logs, payments and receipt vouchers, and accountabilities and reports from the field offices for accuracy, completeness, originality and authenticity and ensure that they are properly coded
2. Check, verify and reconcile transactions listings from Agresso against the payments and receipt vouchers to identify any posting errors and propose adjusting entries in order to facilitate timely production of accurate, and reliable financial reports for facilitating management decisions.
3. Preparation of monthly total balance sheet reconciliations for all Rumbek, Mvolo, Yirol and Awerial office imprest and bank accounts in accordance with NPA policy of accounting and financial management
4. Reconcile invoices, coding, fund source, and accountabilities from staff before Voucher Forms (VFs) for cash, claims or reimbursement can be made to any staff or third party requesting for payment as per the NPA global and country office financial policies and guidelines.

5. Check and verify periodic imprest requisitions, transfer requests before submitting them to Juba ensuring completeness, accuracy and compliance with existing policies, procedures, and budgetary provisions before the transfers' can be forwarded for approvals
- 6 .Work in close collaborations with the imprest holders and other program staffs to prepare cash transfer plans so as to facilitate timely and accurate funds transfers processing to the field locations.
- 7 Provide technical support and inputs to imprest holders in the preparation, management, revisions, monitoring and reporting on NPA Rumbek, Mvolo, Yirol and Awerial consolidated and projects plans and budgets while ensuring accuracy and compliance with budgetary and donor requirements
- 8 Track financial commitments and outstanding advances and contract amounts by staff and third parties transacting with NPA and ensure that they are diligently recovered whenever they become due.
- 9 In close collaboration with the Finance Manager, Treasurer and project accountant, provide support to institutional and project audits and follow up to ensure that management letter issues identified have been addressed and resolved in a timely manner.
- 10 10. Identify financial management capacity gaps and training needs assessments for both finance and non-finance staff in Rumbek, Mvolo, Yirol and Awerial and provide hands on support and training to the relevant staff for proper and effective use of resources.
- 11 Conduct support visits to Mvolo, Yirol and Awerial and other project implementation sites to reconcile their accounting records and also carry out any support tasks at such intervals as may be required.

Required Qualifications:**Education;**

- Bachelor's degree in Commerce, Finance, Accounting or Business Administration from a Recognized University. Post graduate qualification or a professional qualification such as ACCA, CPA etc. is an added advantage. OR any other relevant field.

Experiences:

Must have:

- At least four (4) years' experience with International NGOs, with thorough understanding of GAAP and major donor standard requirements
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Good communication (written and verbal) skills in English.

Other Qualifications;

- Good Financial management skills with knowledge of computer Accounting Packages and good understanding of major donors' financial requirements, conditions and government budgets and tax policies.

Personal Qualities/Competences:

- Self-motivated with demonstrated ability to work under minimal supervision, generate financial reports and meet set deadlines and with good integrity
- Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision. Computer literary and fluency in English are a **MUST**
- Ability to maintenance of personal professional development and competencies on financial issues
- Ability to adhere to NPA core values and code of conduct and Security Guidelines
- Willingness to perform other duties as requested by the supervisor from time to time

Additional Considerations:

- The Field office Accountant is to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office or NPA Rumbek Office.

Applications submitted after 12:00 noon on Thursday 20th December 2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

