solidarités international

JOB VACANCY

BASE	CENTRAL EQUATORIAL STATE-JUBA
POSITION	CHIEF ACCOUNTANT

Number of positions: **(1)**

Date Issued 27/10/2026

Date Closure: 13/11/2026

Category: **Non - Relocatable**

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to finding all forms of discrimination. SI will not ask for remuneration to take part in a recruitment process

MISSION

Goal/Purpose:

- The Chief Accountant supports the financial coordination of the mission in the processing of accounting transactions.

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- They ensure the proper application of the association's accounting rules and procedures across the entire country's office.
- They provide technical support to the finance teams on all matters relating to accounting.

List of Main Activities

Management of Field Accounting

- Checks the accounts of the various field offices and makes recommendations
- Monitors advances from each cash office (reconciled and unreconciled) and ensures they are settled
- Carries out a physical verification of supporting documents received from the field offices
- Sends the provisional entries for each branch after the head office's final monthly closing
- Produces bundles of accounting documents for the branches and coordinates the submission of branch documents monthly

Management of Country Office Accounting

- Consolidates the accounts of the various branches in the accounting software and prepares the monthly closing
- Reconciles entries at country office level
- Ensures consistency in the methodology and quality of accounting records across the entire country office
- Ensures the compilation of monthly accounting documents to be sent to head office
- Enters the exchange rates sent by head office into the accounting software monthly
- Checks the monthly allocation of costs against the Allocation Table
- Oversees the annual analytical closing
- Ensures the physical and digital archiving of accounting documents, as well as their security
- Checks vouchers and other accounting documents to be sent to head office
- Ensures that paper accounting records are sent to head office following internal audit approval
- Prepares for and assists with any audits or inspections

Coordination Accounting Management

- Supervises the bookkeeping for the coordination base and checks cash balances
- Checks and approves the payroll ledger in conjunction with Human Resources and ensures the settlement of salary advances taken
- Prepares and supervises the monthly closing, review and consolidation of the coordination base's accounts

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- Ensures that tax and contribution declarations and payments are made to the relevant authorities

Management

- Is responsible for the proper implementation of HR policies and processes to ensure that both the necessary number of staff and the required expertise are available for the activities for which they are responsible:
  - Analyses, quantifies and assesses the human resources needs of their team,
  - Recruits and ensures the integration of the team under their responsibility,
  - Assesses the performance of team members,
  - Trains and supports team members,
  - Leads and communicates with their team.

Internal Control

- Is responsible for ensuring the compliance of the documents they produce

Filing And Archiving

- Is responsible for filing and archiving the documents they produce in accordance with internal procedures

Preventing Misconduct

- Creates and actively contributes to the establishment of a working environment that prevents any inappropriate behaviour.
- Helps to raise awareness of SI's ethical framework
- At any time, respects the protection of information exchanged within the framework of an abuse notification and its treatment
- Implements measures to mitigate the risks of misconduct

Partnerships

- May contribute, in line with their role and responsibilities, to the verification process for SI implementation partners
- May contribute to the implementation of a plan to support and strengthen SI partners
- May be involved in monitoring partners' activities in relation to their role and responsibilities

This list is not exhaustive and other related tasks (within the scope of their role) may be assigned at the request of their line manager.

Line Manager

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1. Subject of the email MUST be clear the position title; you're applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant so do not submit your original credentials.
3. Dateline is **13th of November 2026,** however due to emergency nature of the position applications will be reviewed on rolling basis, position can be filled before dateline, any application sent after this dateline will not be considered.

" Women with the required skills are highly encouraged to apply."

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