



world relief™

SOUTH SUDAN

STAND / FOR THE VULNERABLE™

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Approved by labor officer MYS & HRA
18 OCT 2019

World Relief South Sudan
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Juba, South Sudan

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Vacancy Announcement

Position Title: Senior Accountant
Department: Finance and Administration
Supervisor: Director of Finance and Administration
Work Location: Juba, with frequent travel to the field

World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998 World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

POSITION SUMMARY

The Senior Accountant is responsible for managing the accounting systems of the organization by ensuring that all financial transactions are fully tracked and documented. This position requires a highly organized professional who possesses knowledge of administration, accounting, human resources, finance functions and various other responsibilities as they specifically relate to the operation of an INGO. The Senior Accountant will report to the Director of Finance & Administration, supporting in department functions, and working closely with the Home Office Finance Team on a regular basis.

KEY RESPONSIBILITIES

- Provide technical supervision, oversight and training to particular finance staff in the country and field offices for functions including consolidating monthly cash needs from budget holders and compiling monthly Country Office cash forecasts. Submissions must be timely and ensure sufficient cash flow to field offices.
- Oversee the protection of WRSS's assets through the enforcement of internal control policies and procedures.
- Assist in the development of grant budgets and proposals ensuring that internal cost allocation and other relevant policies are met with each submission.
- Review and maintain grant documentation and reporting both locally and in the World Relief ERP system.
- Produce regular monthly BvAs (Budget vs Actual) reports for all assigned grants and follow up with budget holders.

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HR & Admin Department

- Maintain current knowledge of government requirements related to financial matters ensuring compliance with tax and other legal requirements.
- Prepare donor financial reports in line with accounting, legal and contractual requirements and ensure the review of such reports by the appropriate Directors prior to submission. Reports must be accurate, timely, and respects donor requirements
- Work closely with Finance and Grants Department to ensure that staff understand donor finance guidelines, formats, and processes throughout the grant cycle.
- Stay abreast of various grant regulations and requirements, tracking and monitoring changes and interpretations of US, UN, and national grant regulations.
- Support the Director of Finance & Administration on the completion of internal control audits and initiate necessary actions to correct control weaknesses.
- Support on bank relations and bank account activities.
- Oversee the timely preparation review and approval of all monthly bank account and cash reconciliations.
- Perform payroll functions for all national staff, coordinating with the HR Office.
- Contribute to capacity building and sharing of knowledge within Finance Department.
- Provide constructive suggestions relative to enhancing current procedures on the existing World Relief policies and procedures
- Support the Department in day-to-day finance operations and accounting duties.
- Ensure collaboration and cooperation with the Program Department and Operations Department.
- Visit Field Offices, as needed, to ensure financial operations are fully functioning and compliant and to build capacity of field staff.
- Maintain confidentiality for both employees and the organization.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of World Relief.
- Maintain a Christian witness to internal and external stakeholders.

QUALIFICATIONS

- Bachelor's degree in Accounting or Finance from a recognized institution required. CPA preferred.
- At least three years of experience in accounting
- At least one year of experience supervising other staff.
- Demonstrated experience in fund-based accounting and computerized accounting.
- Mature and professional demeanor, with high level of integrity, reliable and responsible.

SKILLS REQUIRED

- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication.
- Able to travel and work throughout South Sudan, in all WRSS project locations.
- Humility, teamwork, and flexibility.

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- Quantitative and analytical skills.
- Ability to understand and work in different cultures.
- Spoken Arabic language skills.

WORK ENVIRONMENT

The duty station for this position is the CO with a standard office environment but may require travel to and extended periods in the field. Life and work in field locations may be difficult, with minimal living accommodation, extreme temperatures, security risks, and physical demands for walk or travel long distances over difficult terrain to be able to complete work duties.

APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any **one** of the following ways:

- Submission to the World Relief Juba Office (tender box), or
- Online submission by email to WRSSRecruitment@wr.org including the job title in the subject line of the email.

Applications must be received by **8th November, 2019 at 5:00PM**. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

