

### Field Accountant - Vacancy

**Organization:** Comitato Collaborazione Medica CCM

**Position:** Field Accountant

**Number of Positions:** (3)

**Location:** Kapoeta

**Start date:** As soon as possible

**Reports to:** Lot Coordinator



#### Position Summary;

The Field Accountant will be in charge of day to day cash management, transaction recording, and NPS-Accounting system updating on a daily basis and ensuring correctness of support documentation.

The Field Accountant is answerable to the Lot Coordinator and linkages with the Deputy Country Administrator/Country Administrator.

#### Key Responsibilities

##### A) Finance

- Maintain cashbook and accounts records for Field office and ensure that all book-keeping and coding is accurate;
- Prepares payments, cheque by verifying documentation, and requesting disbursements;
- Make sure that all financial transactions are carried out and recorded in accordance with CCM standard financial procedures;
- Secures financial information by completing data base backups and work closely with Country Administrator
- Maintain staff advances registers and reconcile with the accounting system every month;
- Compile necessary data required by the Country Administrator in order to prepare monthly payroll and do salary payments;
- Ensure that monthly accounting documents are received in Juba within the set date of each month and properly file;
- Maintain monthly bank and cash reconciliations. Ensuring the trial balance is reconciled every month and working closely with Country Administrator for field office transaction;;
- Implement CCM financial systems and help all staff to understand and work with them;
- Provide support in all other financial matters in collaboration with Country Administrator;

##### B) Administration

- Ensure that all financial records are properly kept based in different project/donors;
- Ensure monthly PIT/withholding remittance to the Authority;
- Record all transaction into the NPS-accounting system while ensuring proper coding and exhaustive description of all the expenses;
- Maintain and manage a suitable stock of office stationery;
- Oversee all administrative filing and records, and archiving;
- Provide support to the office in all other administrative matters;



*caring for those who care*

- Undertake any other duties that may be requested by the Country Administrator;

**Key Qualifications and requirements:**

- Bachelor Degree in either Accounting or Business Administration;
- Minimum of two years of solid experience in financial management, administrative and logistics work with International NGOs
- Honest and of high integrity
- Familiarity with MS Words, MS Excel required, Outlook. Familiarity with computerized Accounting packages will be a definite added advantage.
- Experience in managing different donor funded projects UNICEF, DFID, CHF, HPF and ECHO
- Ability to Multi-task while maintaining a stringent eye on details
- Excellent interpersonal, communication, negotiation and representation skills
- Accurate and precise work style
- Fluency in English required-ability to communicate in Arabic & Taposa Language will be a definite advantage
- Able to work in a team setting
- Ability to use own initiative and to work with minimal supervision

**Application Procedure:**

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: [recruitment.ssd@ccm-italia.org](mailto:recruitment.ssd@ccm-italia.org)

Mention the position in the subject line.

Hand delivery to: CCM Juba Office located in Thong Piny, Airport Road (opposite Ruweng Coordination office) to the attention of the **HR Department – CCM** (please indicate the position you are applying for on the envelope).

**Closing date: 6<sup>th</sup> November 2019**

***Please Note:*** Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified.  
***Female candidates are encouraged to apply.***

