Job Announcement- Accountant Officer

HI-SOUTH SUDAN

Position title	Accountant /Cashier
Position in duty Station	Juba
Duration	12 Months renewal dependenat of funds availability & individual performance
Working Day/time	From Monday – Thursday (07:30 AM – 05:00 PM) & on Friday from 7:30am-12:30pm
Salary	According to HI salary grade
Line Manager	Finance Manager
Date of Advert	19th October 2026
Closing Date	05th November 2026

Contextualization1

South Sudan remains in a severe and protracted humanitarian crisis driven by conflict, displacement (IDPs and Refugee, Returnees from Sudan), economic chaos, disease outbreaks, and climatic shocks (HNRP 2026). 10 million people need humanitarian assistance in 2026, while 7.65 million people face acute food insecurity (IPC Phase 3 or worse). The influx has overwhelmed already fragile lifesaving basic service delivery systems (HNRP 2026. Food insecurity remains acute in these areas(Aweil and Maban, Renk and Malakal), with a high proportion of the population classified in IPC Phase 3–4 (Crisis and Emergency), including approximately 60% cent of the population in Aweil of Northern Bahr el Ghazal facing IPC Phase 4 conditions, while Maban County remains largely classified in Crisis and Emergency due to displacement, market disruption, and disease outbreaks(IPC 2026). The food security and livelihoods situation in Northern Bahr el Ghazal is characterized by widespread poverty, high vulnerability, and dependence on fragile, climate-sensitive livelihoods, with 73% of households relying on crop farming alongside livestock, fishing, and casual labor that provide low and unstable income.

BACKGROUND TO HUMANITY & INCLUSION AND COUNTRY MISSION

Humanity and Inclusion -HI (the new name and re-branding of Handicap International since January 2018) was founded in France in 1982. In 2009, the HI Federation was established in Brussels. The membership of the Federation has since expanded to 8 countries, namely; France, Belgium, UK, USA, Germany, Switzerland, Luxembourg and Canada. HI vision asserts: "Outraged by the injustice faced by people with disabilities and vulnerable populations, we, aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity". HI is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and

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promote respect for their dignity and fundamental rights. Currently, HI is present in at least 56 countries, with its humanitarian programs reaching at least 2 million people. In 1997, HI along with other partners was awarded the Nobel Peace Prize for its international campaigns to ban landmines sale and use. For further information about HI please visit: https://hi.org/ and http://www.hi-us.org/ and https://humanity-inclusion.org.uk/en

INFORMATION ON THE CONTEXT OF THE MISSION

HI has been working in South Sudan since 2006, implementing emergency and development activities aimed at improving the protection, quality of life and promotion of the rights of vulnerable people, including those with disabilities. HI's current portfolio takes an integrated and multi-sectoral approach, with interventions focusing on MHPSS, protection (GBV prevention and response), functional rehabilitation and livelihoods, with disability mainstreaming as a cross-cutting theme across all program. HI has established a base in the Great Pibor Administration Area, Northern Bahrel Ghazal and has a presence in Wau and Malakal. HI has worked in Greater Unity and Central Equatorial States of Morobo and Yei, which remain among the most conflict- and disability-affected states in the country. The operational context in South Sudan today is considered largely humanitarian/emergency, with resilience programming being phased in. Ongoing peace initiatives, if successful, could result in large population movements of returnees (both IDPs and refugees) across the country. HI current programs are funded by SSHF, WFP and GFFO. As part of its strategy, HI South Sudan is prepositioning to deepen programming in Protection, to expand program interventions in Health (MHPSS, reproduction health and physical rehabilitation) as well as inclusion in humanitarian action, livelihood and to undertake innovative programming in Education in emergency. HI works in close collaboration with the South Sudan Humanitarian Clusters (Health, Protection, Food Security & Livelihoods and Education), UN agencies and Government departments (Health, Agriculture, Education, Gender and Youth, and Relief & Rehabilitation Commission). HI is also an active member of the South Sudan NGO Forum, Health. The mission currently employs 02 international and 21 national staff, working from the coordination office in Juba, field office in Pibor, Aweil, Wau, Renk and Malakal.

General Mission:

The field Accountant is responsible for the regular keeping of the accounts, closing the accounts, monitoring payable and receivable accounts, identifying fixed assets, archiving supporting documents and compliance with the organization's standards and the country's regulatory framework.

Responsibilities

Strategy and steering

* Helps to identify and mitigate accounting and legal risks for HI within his or her area of responsibility, monitors these risks and reports on them to his or her line manager and functional manager.

* Participates in the strengthening of partners' skills in the financial field.

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Standards and expertise

* Deploys all of HI's financial policies, processes and tools within his or her area of responsibility.

* Ensures that HI's legal obligations are met and produces the required financial documents.

* Reports any changes in standards, case law or in the practices of other stakeholders in the financial field of which he/she is aware.

* Implements and complies with procedure for archiving financial documents andpublishes and updates financial documents in the dedicated workspaces.

* Contributes to internal control within his or her area of responsibility and applies identified corrective actions.

Operational implementation

Regular keeping of the accounts

* On a daily basis, records the accounting entries in the accounting Information System (IS) (and in the country IS if necessary), ensuring that the descriptions of the entries are accurate and consistent with accounting allocations and that all the required fields are completed, in keeping with HI's chart of accounts (and the country chart of accounts if necessary).

* Takes delivery of supporting documents and translates the essential elements into one of HI's working languages (French or English).

* Controls and substantiates payable and receivable accounts and follows up with the parties concerned to obtain the supporting documents necessary to balance the entries.

* Formalises requests to create or close accounts journals in the accounting IS.

* Prepares all the documents for the monthly, half-yearly and annual closing of accounts within the established deadlines.

* Creates Immo (fixed assets) sheets in the accounting IS and sends the fixed assets' identification number to Logistics for recording in the Equipment Monitoring Chart.

* Applies for exemption from Value Added Tax (VAT) and prepares the declarations.

* Issues debit notes to HI's debtor organisations according to the instructions of the person in charge of payment monitoring, sends out first reminders for non-payments and produces a statement of outstanding payments.

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* Prepares any supporting documents asked for by internal or external auditors.

* May be required to temporarily replace a member of the accounting team.

Archiving accounting documents

* Produces the accounting documents slip.

* Ensures the legibility and regular scanning of supporting documents.

* On a monthly basis, archives scanned documents on a server and paper documents in a location that guarantees their physical integrity.

* Sends supporting documents (paper or digital format) to their final storage locations.

Profession facilitation

* Contributes towards the facilitation of the profession's development in his or her area of responsibility.

Emergency preparedness and response

* Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

Cashier

Main mission

The Cashier is responsible for the regular bookkeeping of one or more cash boxes, keeping the advances ledger, checking supporting documents, preparing payments and compliance with the organisation's standards and the country's regulatory framework.

Responsibilities

Strategy and steering

* Monitors and reports to his or her line manager and functional manager on the cash related risks of which he or she is aware and contributes towards their mitigation.

* Participates in the strengthening of partners' skills in the cash-flow management filed.

Standards and expertise

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* Deploys all of HI's cash-flow management policies, processes and tools within his or her area of responsibility.

* Contributes to internal control within his or her area of responsibility and implements the corrective actions identified.

Operational implementation

* Pays in and disburses money from the cash boxes for which he or she is responsible and records the movements in a cash ledger.

* Checks the finance commitment signatures compliance.

* Pays advances, records them in an advance ledger and clears them.

* Regularly checks the cashbox balances against the cash ledger and the advances ledger. * Monitors the availability of cash in the cash boxes and alerts the Treasurer if there is a risk of shortage.

* Prepares cheques and bank transfer orders, submits them to the bank signatories and keeps a copy.

* Monitors the number of chequebooks available and orders new ones as necessary.

* Adheres to security and safekeeping procedures and alerts his or her supervisor in the event of an incident.

* Carries out cash inventories and informs the accountant of any outstanding advances at closing of accounts.

Ensures the quality and availability of supporting documents

* Checks the admissibility of the supporting documents with regard to HI and country rules and transmits these supporting documents to the accountant for recording in the accounting Information System (IS) and archiving.

* Monitors advances and their supporting documents.

* Prepares any supporting documents asked for by internal or external auditors.

Profession facilitation

* Contributes towards the facilitation of the profession's development in his or her area of responsibility.

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Emergency preparedness and response

* Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response

Education, work experience & skills required.
Applicable framework documents:

- Minimum 2 years relevant work experience in a similar role.

- Commitment to organizational values, safeguarding principles, Protection from Sexual Exploitation and Abuse (PSEA), code of conduct, and data protection standards
- Other professional skills – MEAL-IM
- Monitoring of results and indicators
- Other professional skills – Humanitarian access and security
- Security
- Cross-sector skills
- Framework and references
- Office and collaborative tools
- Stress Management
- Collaborate in a global organization
- Language skills
- Language of the country
- HI official language (English & French)
- Must possess a valid South Sudan national ID.
- Qualification: 2 years of study in the financial field

Application Submission

All hard copy applications must be submitted to HI Juba Field Office, not later than 05th November 2026 or by email to **recruitment@southsudan.hi.org**

Due to urgency of these positions, all applications will be reviewed on a rolling basis.

Please Note: 1) Persons with special needs and Women are encouraged to apply

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2) This job description can be modified to align with the specific changes in the needs and context of the organization and project from time to time.



