

## VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Field Accountants - Positions to be based in Field**.

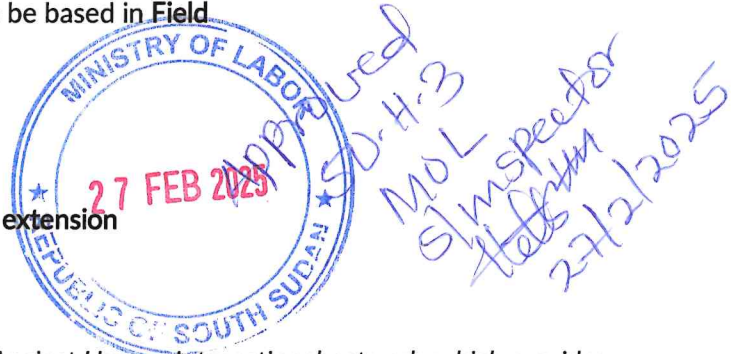
Position open date: **February 27, 2025**

Closing date: **March 18, 2025**

Expected Start date: **May 2025**

Contract Duration: **8 Months with possibility of extension**

Location: **Field**



*Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.*

### **I. SUMMARY OF POSITION**

The Field Accountant is responsible for managing the financial activities at the field level, ensuring effective financial operations and compliance with internal rules, regulations, and donor requirements. This role focuses on treasury functions, including financial reporting, budgeting, and cash management, to support the financial sustainability and accountability of the organization.

**Purpose:** Execute multi-step transactions within the finance function, including but not limited to financial reporting, budget management, cash flow oversight, and reconciliation. Demonstrate a thorough understanding of finance systems, processes, and approaches that ensure efficient financial service delivery, adhering to internal policies, funding regulations, and the Action Against Hunger Charter of Principles and Core Values.

**Engagement:** Liaise with the coordination office's finance team to address finance-related issues and other operational factors that impact the consistent delivery of finance services at the field level. Maintain clear communication with program teams to ensure accurate financial management and reporting.

**Delivery:** Ensure accurate and timely financial reporting, including the production of monthly financial accounts in compliance with internal rules and donor regulations. Reconcile discrepancies in financial records, analyze financial trends, and propose effective solutions to improve financial performance. Provide ongoing support to field-based financial processes and ensure adherence to budgets and funding regulations.

### **II. ESSENTIAL JOB FUNCTIONS**

#### **1. Take Lead in Accounting Services & Cash Management at the Base**

- Lead the implementation of cash management policies and accounting procedures at the base, ensuring that financial entries are comprehensive, and budget allocations are accurately adhered to.



- Review and verify the eligibility of invoices submitted for payment, ensuring compliance with supporting documents and procurement processes before releasing required funds.
- Ensure all payment vouchers are duly approved before releasing cash from the safe to the recipient.
- Ensure that the supporting documents meet the required procurement requirements and best practices before submitting them for approval.
- Address any challenges related to non-compliance immediately by raising them to the field coordinator and coordination office for prompt resolution.
- Ensure the availability and safekeeping of cash necessary for base operations, following stringent cash handling protocols.
- Directly manage the cash box/office Safe, ensuring proper release of advances and payments while maintaining accurate records of all transactions.

## **2. Financial Reporting and Compliance**

- Produce and submit monthly financial reports, ensuring adherence to internal financial rules and regulations as well as donor compliance requirements.
- Reconcile discrepancies in financial records, track expenditures, and ensure financial documents are properly filed for audit purposes.
- Ensure compliance with financial regulations and internal policies during day-to-day operations.

## **3. Budget Monitoring and Financial Planning**

- Support the preparation and monitoring of the base's financial budget, ensuring expenses are in line with the budgetary allocations.
- Work closely with the finance team to identify discrepancies, recommend corrective actions, and propose improvements to ensure financial efficiency.
- Provide timely financial data and insights to support decision-making and operational planning.

## **4. Cash Flow and Treasury Management**

- Monitor cash flow, ensure funds are available for operations and that expenditure is efficiently managed.
- Handle bank reconciliations, ensure proper management of field-level funds, and execute cash transfers as required.
- Support the preparation and monitoring of field-level budgets, ensuring proper allocation of resources for various operational needs.

## **5. Liaise with Coordination Office on Financial Issues**

- Serve as the primary contact for finance-related matters at the field level, collaborating with the coordination office to ensure financial issues are addressed promptly.
- Communicate financial discrepancies, suggest solutions, and maintain a smooth flow of financial information between the field and coordination offices.

## **6. Internal Financial Control and Audits**

- Maintain accurate and up-to-date financial records, ensuring all transactions are well documented and compliant with internal auditing standards.
- Support periodic internal audits, review financial documents for compliance, and address discrepancies in financial reporting.
- Ensure proper filing of financial documents in accordance with organizational and donor requirements.

## **III. PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to:





- Sit for extended periods of time and maintain focus on work tasks, including typing and managing heavy volumes of work with accuracy and efficiency, often within tight timeframes.
- Operate effectively under stressful conditions in a moderately noisy office environment with frequent interruptions.
- Proofread own work with high attention to detail, ensuring that only minor corrections are needed occasionally.
- Travel to the field and work in physically demanding and highly stressful conditions. The employee must demonstrate physical fitness sufficiently to endure long walks, limited diet options, and potentially uncomfortable housing or tent accommodations.
- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.

#### IV. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

- The duties of the job require regular attendance at the workplace, a minimum of five days per week, with flexibility to work outside of normal office hours or on weekends as necessary.
- The employee must be available to travel as required for both domestic and international business purposes.
- While performing duties in the field, the employee may be exposed to high-security risks, harsh environmental conditions, and basic living standards. This may include working in remote areas, dealing with unpredictable weather conditions, and facing potential exposure to infectious diseases.

#### V. GENDER EQUALITY COMMITMENTS:

- Foster an environment that supports equal access to information for both women and men.
- Ensure that promotions and career advancements are based on performance and merit, regardless of gender.
- Uphold respect for all beneficiaries, including women, men, children (boys and girls), and individuals with disabilities, without discrimination based on gender, sex, disability, religion, or other factors.
- Value and respect all cultures, promoting inclusivity and diversity in the workplace.
- Promote and uphold the Protection from Sexual Exploitation and Abuse (PSEA) policy and procedures.

#### VI. REQUIRED QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

- A first degree in Finance, Business Administration, or a related field.
- Possession of CPA Certification is an added advantage.

#### VII. REQUIRED SKILLS & COMPETENCIES

- Minimum of Five years of relevant experience in finance or related fields.
- Previous experience working with NGOs or UN agencies is an added advantage.
- Strong communication and interpersonal skills, with the ability to interact effectively with a variety of stakeholders.
- Excellent analytical and organizational skills, with a keen eye for detail.
- Proficiency in accounting systems, including Microsoft Excel and Word.
- Solid knowledge of fund accounting principles.



- Experience in recruitment and induction processes for a diverse workforce.
- Ability to train and motivate staff in a multi-disciplinary and multi-cultural environment.
- Ability to meet tight deadlines while maintaining accuracy and attention to detail.
- Flexible personality with strong negotiation skills.
- Proven experience in a supervisory role, including managing staff performance and providing guidance.
- Previous experience working in remote areas with basic living conditions and the ability to adapt to such environments.

### VIII. SAFE GUARDING COMMITMENT

Action against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your Cover letter, CV, & ID card as one Document with three professional References to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **Field Accountants** : as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **March 18, 2025 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

**We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.**

***"This Position is Open to South Sudanese Nationals Only"***

***"Qualified Female Candidates are encouraged to apply"***

***Apply"***

