



**MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS**



Médecins sans Frontières - France
Republic of South Sudan, Juba

Hai Cinema 2nd class residential area,
Plot 73, Block AXII

Web: www.msf.org

e-Mail: msff-juba-recruitment@paris.msf.org

Juba, 18th May, 2023

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

POSITION: ACCOUNTANT

Controlling the daily cash/check management, supporting the project accounting staff, overseeing and preparing the projects books in accordance with the Accounting Manager's instructions and **MSF** protocols, standards and procedures in order to provide accurate, reliable and updated financial information.

MAIN ROLES AND RESPONSIBILITIES

- Controlling the daily management of cash, check and bank transfer payments and ensuring that all receipts and documentation meet **MSF** requirements (procedures, deadlines, information, signatures ...). Tracking bills/vouchers, invoices and other running costs and analyzing the related information (costs, service contracts ...) in order to give reliable and updated information.
- Controlling cash advances and cashbook movements for each petty cash box, recording all IN and Out transactions, ensuring that cashbox balances always reflect the actual amount of money kept in the cashboxes and investigating any discrepancy. Ensuring strict compliance with cash control procedures for each cashbox / currency (daily cash control, weekly cash inventory and reconciliations)
- Performing currency exchange operations in accordance with the country's exchange rate policy
- Ensuring a monthly accounts report in accordance with **MSF** procedures, checking individual entries and preparing the necessary administrative documents (originals) as a basis for justification and explanation of payments and receipts made.
- Preparing the timely payment of taxes.
- Being responsible for the processing of accounting software peripheral accounting (project and capital) including checking the quality of the mission accounting allocations and their conformity (correct encoding of salaries, following up and matching of internal transfers and advances in the mission, checking invoices and their allocations, preparing payment order documents to be sent to HQ). Analyzing the problems of the cash box discrepancies and giving technical help to find solutions.
- Being responsible for filing accounting documents and their annexes, preparing documents for audits and archiving mission financial documents
- Informing supervisors of any issues / problems that may arise in their job performance.

- Filing and archiving of contracts and other administrative documents.
- Anticipate expenses and support Cash Requests
- Process payments including bank transfers
- Filing and follow-up of rental contracts
- Tax payment (PIT, WHT) and the e-tax platform
- Responsible for intersection re-invoicing

Requirements

Education	Essential diploma or professional qualification in Accounting / Finance / Business Administration.
Experience	In administration and accountability (minimum 1 year).
Languages	English essential, Arabic and local languages desirable.
Knowledge	Essential computer literacy (word, excel, outlook, internet)
Competencies	<ul style="list-style-type: none"> • Results and Quality Orientation L2 • Team work and Cooperation L2 • Behavioural Flexibility L2 • Commitment to MSF Principles L2 • Stress Management L3

HOW TO APPLY

Applications to be submitted with recent resume, photocopies of education certificates, recommendations, copy of South Sudanese Nationality and contact (phone/email) in a sealed envelope to:

MSF France Administration Office
Or by email to: msff-juba-recruitment@paris.msf.org

The closing date is 31st May, 2023

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written and oral/interviews. List of shortlisted candidates and dates for written/Oral test will be posted on the gate outside the office.

Note: Application once submitted will not be returned.

