



### Job Advert.

**Position Title:** LRPf Secretariat Accountant

**Position Type:** National Staff

**Location:** Juba, South Sudan with potential field visits

**Work Station:** Secretariat Office, NSDO Compound

**Reporting to:** Secretariat Director



### Duties and Responsibilities for an Accountant

- Maintain and update financial records to ensure accuracy and compliance with institutional policies.
- Assist in preparing budgets and monitoring expenses against budgets together with the Head of Finance/Head of Operations.
- Process accounts payable and reconcile vendor billing discrepancies.
- Review expenses to ensure they are adequately supported and meet donor requirements and budget allocations.
- Log and manage expenses on QuickBooks, ensuring accuracy and correct categorization.
- Generate and produce monthly financial reports using QuickBooks.
- Conduct cash counts, petty cash counts, and bank reconciliations.
- Ensure completeness of financial documentation, including invoices, purchase orders, and payment requests.
- Support budget planning by ensuring all program activities and operational costs are appropriately captured.
- Prepare financial reports in compliance with donor regulations and ensure timely submission.
- Coordinate with auditors and follow up on audit recommendations to ensure compliance.
- Reconcile cash and bank statements monthly and address discrepancies.
- Assist in processing payroll, including deductions for taxes and other obligations.
- Prepare and file tax returns in compliance with legal and regulatory requirements.
- Facilitate cash payments to staff, suppliers, and contractors as per approvals.
- Support institutional audits and capacity assessments by retrieving and presenting financial records.
- Assist in financial closing processes, including month-end and year-end reconciliations.
- Ensure compliance with LRPf financial policies and donor requirements.
- Perform any other duties assigned by the PDQ and the Secretariat Director.

### Critical Competencies

- Excellent interpersonal skills
- Strong analytical skills





- Supervision and coordination abilities
- Attention to detail
- Decisiveness and problem-solving skills
- Adaptability and conceptual thinking



### Minimum Qualifications and Experience

- A **university degree in Accounting**; a **CPA or ACCA certification** is an added advantage.
- At least **three years of professional accounting or financial management experience**, with at least three years in financial operations.
- Strong ability to **analyze accounting processes** and identify areas for improvement.
- Ability to develop recommendations for **maintaining efficient accounting systems**.
- Proficiency in **Microsoft Word, Excel, Access, and other accounting software** such as QuickBooks.

### Remuneration

We provide **competitive salaries and performance bonuses** for this position, ensuring alignment with industry standards and experience levels.

### Application Process

All applications must be sent via email to [lrpfssd2022@gmail.com](mailto:lrpfssd2022@gmail.com) , with a copy to [r.rombekl@gmail.com](mailto:r.rombekl@gmail.com) . Applications should be addressed to the **Chairperson, Board of Trustees, LRPf** or **hand-delivered** to the **LRPF Secretariat Office** at the following address:

#### **Nile Sustainable Development Organization (NSDO)**

**Hai Tarawa, Block 4, House 279, After Nana Corner Bridge, Munuki Payam,  
Central Equatoria State, Juba, South Sudan**

**Deadline for submission: 7th March 2025 at 11:59 PM.**

### Required Documents for Application

Qualified candidates must submit the following documents:

1. **Statement of Intent:** A letter explaining why you want to work for LRPf and why you believe you are the right candidate.
2. **Curriculum Vitae (CV).**
3. **Three (3) Letters of Recommendation** from previous employers or three **Professional Referees**.
4. **Copies of academic and professional qualifications.**

