

## Job Advert.

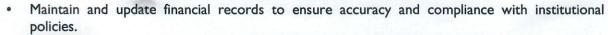
Position Title: LRPF Secretariat Accountant

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**

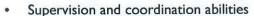


- Assist in preparing budgets and monitoring expenses against budgets together with the Head of Finance/Head of Operations.
- Process accounts payable and reconcile vendor billing discrepancies.
- Review expenses to ensure they are adequately supported and meet donor requirements and budget allocations.
- 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





- 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 OuickBooks.

#### 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 <a href="mailto:lrpfssd2022@gmail.com">lrpfssd2022@gmail.com</a>, with a copy to <a href="mailto:r.rombek1@gmail.com">r.rombek1@gmail.com</a>. 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.



