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Approved by
Al Director of Labour
9/10/2025



CONCERN
worldwide

VACANCY ANNOUNCEMENT- MANAGEMENT ACCOUNTANT (6 MONTHS MATERNITY COVER)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is seeking to recruit a suitable candidate to fill the position Management Accountant to be based in Concern Worldwide coordination office in Juba.

Job Purpose:

The Management Accountant manages Concern South Sudan's accounts, financial planning, budget and treasury as outlined below

He/She also supports the Country Financial Controller (CFC) in the development of financial systems. This involves an ongoing review of the financial systems already in place, to strengthen and improve internal controls, in line with Concern Worldwide's policies and procedures.

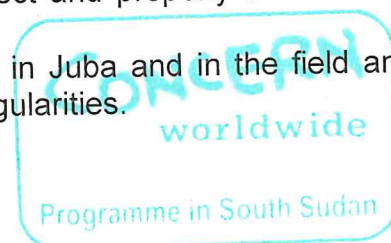
Main Responsibilities

All responsibilities must be carried out in accordance with Concern Worldwide's policies and procedures as well as South Sudan's national law in general and in particular the accounting guidelines as specified in Concern's Oversea Finance Reference Manual (OFRM), Delegation of Authority, Logistics Manual, Human Resources Manual, and Transport Manual.

Main responsibilities of this position are as follows:

1. Accounting Management

- Verify all approved documents before they are paid to ensure that coding is correct, supporting documents are accurate and in line with the approved authority level and other Concern procedures.
- Verify Juba and Field's supporting documents (vouchers) in accordance with the electronic cash book and bank book files, as well as the procedures in place at the end of each month.
- Check bank and cash books against budgets and chart of accounts to ensure that they are accurate and ready for submission to the International Service Accountant for importation into the accounting system.
- Prepare all journals for which he/she is responsible, attaching all supporting documents before forwarding them to the Country Financial Controller for review and authorization.
- Ensure that all Juba and field files documents are correct and properly archived for future use.
- Ensure that all other internal controls are in place both in Juba and in the field and keep the Country Finance Controller informed of any irregularities.



- Maintain the month end files updated (signed cash and bank reconciliations, bank statements, signed journals with supporting documents, signed balance sheet accounts, trial balance, signed support costs allocations)

2. Financial Systems

- Reconcile all balance sheets monthly and suggest any changes to the Country Finance Manager.
- Support program and support managers in preparing and reviewing budgets and advising them during execution.
- Distribute Management Accounts to budget holders monthly, and make any relevant adjustments based on feedback received.
- Complete and send Recharges to various countries and follow up on their confirmation.
- Calculate and update the monthly exchange rate table and send it to the CFC for review. Once approved by the CFC forward the Exchange rates table to the ISA for GP setting.
- Support the CFC and finance manager during the Year End process (Stock and Fixed Asset verification, DIK and Bank YE Supplementary forms, accruals...)

3. Other tasks - specific and accountability

a. Partners

- Ensure that financial assessments (CILPAT) of all partners are carried out in a timely manner, both at the start of any partnership and through regular reviews for existing partners and submitted to CFC for review.
- Review partner's reports and ensure they are in accordance with the signed MoU and other financial policies and procedures. Ensure all supporting documents are received and kept in a safe place for future use.
- Provide written feedback to the partner based on findings from the report review and supporting documents.
- Prepare a summary report of findings to be submitted to the CFC with recommendations on the eligibility of certain costs.
- Carry out visits to partners and complete a visit report including recommendations for improving the facts observed,
- Assess capacity-building needs for partner staff and develop a capacity-building plan (as part of finance action plan) to submit to the CFC for review and approval
- Receive and review cash requests from partners and ensure that they comply with the MoU and disbursement plan. Prepare the payment request and submit it to the CFC for review and approval by the CD.
- Regularly reconcile the balance sheet accounts "advanced to partners" and ensure accurate job codes and balance sheet nominal codes are used for each partner.
- Support CFC in the preparation of annual reports relating to partners.
- Maintain ongoing communication with partners.



b. Induction:

Ensure new staff (especially budget holders) receive finance induction before their deployment in the fields or prior to any use of their powers as described in the delegation of authority.

c. Audits (Statutory and ad hoc audits)

Support the Finance Manager and the CFC during the audit. Ensure supporting documents are submitted to the RA during the review of CAL and Balance sheet reviews.

d. Payroll and cessation benefits

Review the payroll and the cessation benefits prepared by the finance officer.

e. Field visits

Complete support field visits in all Concern offices in South Sudan at least once a quarter and ensure all internal controls are in place. Prepare a field visit report that highlights the weakness identified and recommended actions.

f. Procurement:

Be part of the finance of the procurement committee when designed by the CD.

g. Staff capacity Building:

Identify areas that require capacity building on finances and prepare training after consultation with the CFC.

3. Other

- Adhere to standards of conduct as outlined in Concern's Safeguarding and associated policies
- Support and promote the standards outlined in Concern's Code of Conduct and related policies to the team, partners and stakeholders and commit to providing a safe working environment.
- Actively participate in Concern accountability initiatives (e.g. communication strategy, participation and CRM), ensuring that they are integrated into the project.
- Undertake other related duties as may reasonably be assigned by the CFC and Country Manager.

Confidentiality

- Ensuring the non-disclosure of any information whatsoever acquired in the course of duty, relating to the practices and business of Concern Worldwide, to any other person or Organization without authority, except in normal execution of the above duties
- Ensuring strict guardianship and security of financial data and documents at all times, including secure storage, accurate & complete filing and limiting access to the finance cash office to authorized personnel only
- Ensuring strict adherence to Concern South Sudan Financial Procedures and Fraud Policy and remaining within the boundaries of these policies at all times
- Ensuring that your computer is locked at all times and keep All passwords secure at all times.

Person's specifications

1. Experience

Required:



- Proven experience in accounting acquired through at least 3 years' experience in a similar role with an NGO.
- Proven ability to work independently and take the lead on tasks or projects.
- Proven knowledge of donor financial policies and procedures.
- Experience in dealing with external agencies.
- Flexibility in terms of working hours and days, and willingness to travel to the field when required.

Desired:

- Experience integrating new initiatives.
- Experience in a staff supporting role.
- Knowledge and experience of the NGO sector.

2. Technical Skills

Required:

- Bachelor's Degree / Diploma from reputable institutions in Finance / Accounting / Business or related discipline
- Good interpersonal skills.
- Demonstrated ability to effect behavior change in individuals or groups.
- Computer literacy and especially above average use of Microsoft Excel

Desired

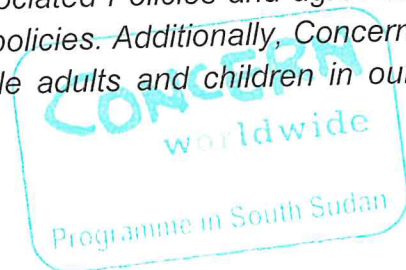
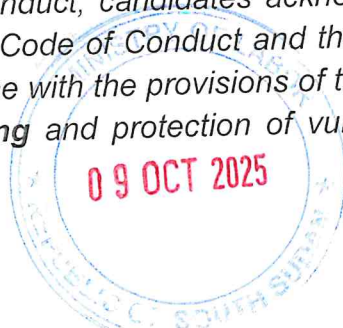
- Part qualified ACCA/CPA/CIMA preferred
- Interaction with external agencies, Tax authorities

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Safeguarding Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, anti-fraud policy, conflict of interest and whistle blowing policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our



*work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.*

HOW TO APPLY:

1. Interested South Sudanese nationals who meets the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, provide a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to HR Department Juba office, or send via the vacancies email, vacancies.juba@concern.net.
2. Only shortlisted candidates will be contacted and applications submitted will not be returned
3. Do complete the summary profile and criminal background check forms when submitting your application.

This advert is open from **Thursday 09th October 2025** to **Tuesday, 28th October 2025**.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!

