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Approved by
NUNU 01/09/22



VACANCY NOTICE #08/26/2022/02

Jemma Nunu Kumba Foundation (JNK-F) is a charitable national NGO and non-profit organization. Established on August 6, 2022, JNK-F works with humanitarian and development partners in South Sudan to advocate for the rights of girls, women, and youth, improve their living standards and strengthen their capacities for effective engagement in leadership and development. JNK-F is currently looking for a highly motivated and committed South Sudanese candidate to fill the position of **Accountant**.

Position opening Date: September 1, 2022
Closing Date: September 20, 2022
Starting Date: ASAP
Duty Station: Juba

Roles and Responsibilities

The purpose of this position is for the incumbent to ensure financial accountability to donors and JNK-F in terms of maintaining appropriate budget and financial records. The accountant will report directly to the executive director and supervise other staff in his or her department. He or she will perform the following roles and responsibilities:

- Analyses accounts and reviews/evaluates regular transactions
- Identifies problem transactions and irregularities in related accounts, resolving them in a timely and effective manner
- Ensures that accurate and complete accounting, reporting, and internal control systems are functioning and that all relevant records are maintained
- Assists, prepares, or consolidates financial statements for inclusion in the JNK-F to be audited and for the donors and partners.
- Responds to internal/external audit observations
- Review budget plans, monitor and analyze project financial performance, and make recommendations in compliance with JNK-F financial policies and procedures and best practices, to support financial analysis and optimization of resources.
- Provide comprehensive analysis of fund and grant balances identifying surpluses and deficits, and suggest corrective measures, to support maximum fund utilization and the decision-making process.
- Conduct banking and accounts reconciliations of the JNK-F
- Support pipeline management ensuring efficient monitoring, to prevent and address pipeline breaks and maximize operational effectiveness.
- Contribute to the improvement of internal processes, enhancement of financial and accounting systems, and design of tools, to facilitate the overall planning, expenditure forecasting, and budget management and monitoring of resource utilization.



- Enter project budget plans and revisions in the financial and accounting systems, to ensure data is timely and accurately captured enabling easy access to information and supporting planning and decision-making.
- Review, compile and analyze data, maintain accurate records and files, and prepare periodic and ad hoc reports, to support the accuracy and efficiency of information presented to internal and external stakeholders.
- Prepares payroll and other related documents
- Conduct any other duty as may be assigned by the supervisor.

Education: University degree or Diploma or equivalent in business administration, finance, accounting, or related field from a recognized institution. Work experience a minimum of two years of progressively responsible professional experience in accounting, finance, or budget is required.

Experience and Skills

- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Strong written and oral communication skills.
- Knowledge of accounting principles, procedures, and standards
- compliance with organizational regulations and rules

This position is open to South Sudanese nationals only.

How to apply: Interested applicants should submit a CV with 3 references (please indicate the telephone contacts and email addresses of the referees) and a copy of your academic and training certificate and hand deliver it to our head office at UAP Equatoria Tower Building, 10th floor or email your documents to: jkleadershipfoundation@gmail.com

Note: Only shortlisted candidates will be contacted for interview. Female candidates are highly encouraged to apply.

