



Job Advert: Systems Accountant (Internship)

Location: Juba

Announcement date: 16/07/2026

Closing date: 06/08/2026

Contract duration: 5 months internship contract.



Company Background:

NewPeak Accounting and Consulting Company Limited is a consultancy firm dedicated to providing comprehensive business solutions in diverse fields including Accounting, Audit & Assurance, Human Resource Management, Business Advisory, Tax Planning and Management, Capacity Building, Entrepreneurship, ICT, and General Consultancy. Founded in July 2024, NewPeak is registered with the South Sudan Ministry of Justice under registration number COY-BVSYW6 and has its main office in Gudele One, Juba South Sudan.

Background of the Position:

The Systems Accountant Intern supports the implementation and maintenance of accounting software solutions, particularly QuickBooks and Odoo, while assisting with day-to-day accounting and financial management activities. Working under the supervision of experienced staff and consultants, the intern contributes to software implementation projects, accounting processes, data migration, client support, and user training. The role provides practical exposure to accounting systems, financial reporting, and business process automation, enabling the intern to develop technical, analytical, and professional skills while supporting NewPeak's commitment to delivering high-quality accounting and technology solutions to its clients.

The position will report to the Managing Director.

Key Duties and Responsibilities:

Accounting Systems Implementation

- Lead the implementation of QuickBooks and Odoo solutions for clients from project planning through successful go-live.
- Assess client business requirements and recommend appropriate accounting system configurations.
- Configure QuickBooks or Odoo, including the chart of accounts, projects, budgets, inventory, payroll, banking, customers, suppliers, and user access.
- Develop implementation plans, timelines, and project documentation.
- Coordinate software implementation activities with clients and internal project teams.



Data Migration and System Configuration

- Migrate financial data from legacy systems into QuickBooks while ensuring data accuracy and completeness.
- Validate opening balances, historical transactions, and master data before system deployment.
- Customize financial reports, templates, workflows, and user permissions to meet client requirements.
- Support system integrations with third-party applications where required.

Client Training and Advisory Services

- Train client staff on QuickBooks functionality and accounting best practices.
- Develop user manuals, standard operating procedures, and training materials.
- Provide advisory services on bookkeeping, financial reporting, and internal controls.
- Recommend process improvements to enhance financial management and operational efficiency.
- **Technical Support and Continuous Improvement**
- Provide functional support to clients on QuickBooks and Odoo and resolve accounting system issues.
- Diagnose software configuration and accounting-related problems and recommend appropriate solutions.
- Conduct periodic system reviews and recommend upgrades or optimization opportunities.
- Maintain accurate records of support requests, project activities, and client engagements.

Business Development and Client Relationship Management

- Build and maintain strong relationships with existing and prospective clients.
- Market the company's services using appropriate methods and platforms;
- Follow up on business leads until the lead is closed.
- Identify opportunities to introduce additional accounting and software solutions.
- Support proposal development, product demonstrations, and client presentations.
- Represent NewPeak professionally while delivering high-quality consulting services.

Compliance and Reporting

- Maintain confidentiality of client financial information and business data.
- Ensure all engagements comply with accounting standards, statutory regulations, and NewPeak policies.
- Prepare regular project progress reports and client status updates for management.
- Perform any other duties assigned by the supervisor in support of NewPeak's business objectives.



Job Requirements:

- Bachelor's degree in accounting, Finance, Business Information Systems, Information Technology, or a related field, or currently in the final year of study.
- Previous internship, volunteer work, or academic projects involving accounting, bookkeeping, or accounting software will be an added advantage.
- Good understanding of accounting principles, bookkeeping, and financial reporting.
- Good understanding of business accounting as well as non-profit accounting.
- Basic knowledge of accounting software, preferably QuickBooks or Odoo.
- High level of computer literacy with proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Basic understanding of data management and financial record-keeping.
- Familiarity with statutory accounting and tax requirements is an added advantage.
- Strong analytical and numerical skills.
- Attention to detail and a high level of accuracy.
- Strong interpersonal and customer service skills.
- Ability to learn new software and technologies quickly.
- Good organizational and time management skills with the ability to prioritize tasks.
- Ability to work independently with minimal supervision while contributing effectively as part of a team.
- High level of integrity, professionalism, and confidentiality.

Application Procedure:

Interested applicants can submit their application (max. three pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact. The applications are to be submitted by email to info.npaconsulting@gmail.com.

- **Hand Delivery:** NewPeak Accounting and Consulting Company Limited
First Floor, Office No.4, Banaadir Apartments, Bwaba, along Gudele Road, opposite Queens Pharmacy, Juba South Sudan.

Applications should not reach later than **06.08.2026 at 5:00 PM**

The position is open for both male and female candidates.

Only short-listed candidates will be contacted.

Due to the urgency of the position, applications will be screened on a rolling basis.

Applications once submitted are not returnable. Please note that NewPeak does not collect fees for any application.

