



JOB ADVERT

Job Title:	Project Accountant
Qualification:	Bachelor Degree in Finance, Accounting, Business Administration, Economics, Commerce.
Experience:	At least 4 years in accounting, or Finance related position preferably in humanitarian agencies
Job Location:	Kapoeta, Eastern Equatoria State
Contract Duration:	5 Months with possibility of extension dependent on performance
Reporting to:	Chief Accountant

Closing date: 2nd August 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

The Project accountant will be responsible for maintaining, preparing, and reconciling accounts and other financial documents. This position will require you to have a broad understanding of basic accounting principles and excellent communication skills.

DUTIES & RESPONSIBILITIES:

- Ensure that payment vouchers bear the necessary requisitions/approvals and supporting documentation as per ADRA South Sudan Policies.
- Review, manage and reconcile accounts payable and receivable of the project assigned to him/her and provide status of the two accounts on monthly basis.
- Post projects documents such as cheque payments, bank transfers, journal vouchers, cash receipts for projects under you.

- Prepare and maintain fixed asset register, record all fixed assets under the project in your docket in the asset register, conduct asset verification for all the assets for the project at least once in a year
- Scan and store all the documents in cloud as softcopy as well as hardcopy as filling voucher.
- Prepare monthly inter-funds reconciliations between the projects assigned to him/her and Administration Funds and present it with financial statements.
- Prepare Monthly field imprest/Cash reconciliation and submit it together with project reports for reviews by the supervisor
- Prepares Monthly Bank Reconciliation for all the banks for the projects assigned to him or her latest by 5th of following month
- Prepares Monthly Budget Verses Actual and share with Project Manager for decision making
- Reconcile all other clearing account on monthly basis ensuring that balances on the account is fully supported with schedules.
- Monitor and ensure that all projects under your custody have sufficient funds both in bank(s) and in the field at all times to guarantee smooth project activity implementation.
- Compile and analyze financial information to prepare financial statements including monthly, annual and closeout financial statements and submit it to the supervisors before 10th of the following month for reviews
- Prepare donor reports as per donor reporting schedule and format for the projects assigned and submit it to the supervisor for reviews.
- Ensure Project activity lines are not more/Less (+/-) 2%, Resolve accounting discrepancies and irregularities by Immediately Informing Line supervisor and assist in budget realignments if required.
- Submit Monthly Statutory payments and returns such as Tax, Social Security, Gratuity, and Clearance of ADMIN/Project before 15th of the following month
- Provide feedback to supervisors regarding budget forecasts, resource utilization, and tax strategies
- Accomplish any other required task by the administration in the limit of the expertise required.
- Together with Project Manager, prepares Cashflow for all the projects assigned to, and prepare forecasting for the same, reviewing the forecast on monthly basis
- Translate supporting documents (invoices/receipts/d delivery notes) to English.

- Other duties as assigned by the Supervisor.

PERFORMANCE INDICATORS:

- Nil unauthorized absences during official organizational working hours other than those coordinated with the supervisor.
- Nil over/(Under) expenditure under each line item.
- Accurate and timely posting.
- Accurate assignments of accounts in journalizing.
- Accurate and timely reporting.
- Deadlines met for monthly, annual, quarterly and closeout financial reports to donors.
- On time and consistent attendance record.
- Pipeline prepared quarterly
- Nil cases of drained project funds (Bank Accounts)
- Honesty and integrity in all work activities.



OTHER VALUED CRITERIA:

- Willingness and flexibility to work as part of a team.
- Social and cultural understanding.
- Good numeric comprehension.
- Computer literate with very good working knowledge of word processing, spreadsheet and email software programs.
- Willingness to work additional hours in order to meet tight deadlines.
- Fluency in English required.
- Excellent written and verbal communication and interpersonal skills.
- Attention to detail and accuracy.
- Planning and organizing.
- Be honest at all time and conform to the regulations of the agency and/or the Seventh-Day Adventist churches

SAFEGUARDING:

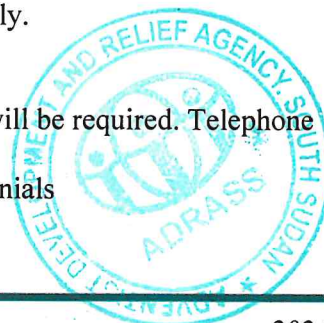
ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.



4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

