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 Approved by  
 Inspector of Labour  
 16/04/2024



**PREMIUM AGRO CONSULT CO. LTD**  
**P.O. BOX JUBA - SOUTH SUDAN**

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*"Quality and Growth is our Focus"*



<b>Advert Number</b>	<b>PAC/BD/001/2024</b>
<b>Job Title</b>	<b>Consultant- Finance and Accounting</b>
<b>Number of Position</b>	<b>1</b>
<b>Department</b>	<b>Business Development</b>
<b>Location</b>	<b>Juba with limited field travels</b>
<b>Reporting To</b>	<b>Business Development Manager</b>
<b>Contract Duration</b>	<b>2 Months</b>
<b>Position Open To</b>	<b>Qualified South Sudanese Nationals Only</b>
<b>Application Opening Date</b>	<b>17<sup>th</sup> / April / 2024</b>
<b>Application Closing Date</b>	<b>6<sup>th</sup> / April / 2024 (MAY)</b>
<b>Job Starting Date</b>	<b>13<sup>th</sup> / May / 2024</b>
<b>Salary Range and Benefits</b>	<b>As per PAC's Consultancy fee rate</b>

**Company Background**

Premium Agro Consult Co. Ltd, established in 2017, is a fully registered South Sudanese company. Premium Agro Consult Co. Ltd started business operations in 2017 only within Juba City, but, today, the company has become a reputable and nationally recognized indigenous company that provides quality agribusiness, research and training consultancy services to its clients including international and national Non-Governmental Organizations, international and national companies throughout the country.

**Purpose of the position**

Premium Agro Consult Co. Ltd (PAC) is seeking to recruit a qualified South Sudanese for the position of a Finance and Accounting Manager. The post holder should be a professional with profound and extensive financial and accounting knowledge, skills and experience working with Non-Governmental Organizations, international or indigenous companies in South Sudan. The post holder will be responsible for supervising and managing PAC's financial and accounting department. The post holder will review and oversee the company's financial and accounting standards and procedures to ensure compliance with internal operational standards, legal and tax obligations to produce quality and reliable financial and accounting statements that can guide the Executive Management Team to direct resources in business ventures that shall ensure profitability with limited risks.

**Duties and Responsibilities**

- Represent PAC in all external financial and accounting meetings and discussions.
- Distribute financial resources of the company in compliance with the company's strategic plan.
- Oversee the budget planning processes of the company by providing technical financial insights and advice that will guide strategic decision making by the ETM.



*Providers of Business Advice, Agro Tech Advice, Agro Input Linkages, Loan Service Linkages and Consultancy Services.*

- Collect, review, and interpret all the financial and accounting information including financial statements of the company for appropriate strategic decision making.
- Produce financial and accounting reports that relate to approved budgets, account payables, account receivables, expenses incurred, and other essential accounting aspects of the company.
- Develop strategies and internal control measures to overcome business risks that minimize financial losses for the company.
- Direct the entire staff on acceptable financial and accounting practices to ensure strict compliance with approved financial and accounting standards and procedures.
- Monitor the financial inflows and outflows of the company and advice the EMT to ensure profitability and the growth of the company.
- Design and supervise filing systems for financial and accounting documents including budgets, expenditure, financial statements, and other important company documents to ensure proper record keeping for internal and external auditing.
- Provide in-house or on-job capacity building to the staff of Finance Department in various aspects of their work including but not limited to preparing monthly and quarterly financial forecasts, preparing standard salary payment vouchers, preparing monthly expenditure reports, preparing activity-based financial reports, and other aspects to increase financial and accounting knowledge and skills to improve the operational quality of the finance department.
- Calculate monthly accounting ratios relating to liquidity, expenditure, profitability, and share distribution for the shareholders.
- Drive the continuous improvement of the financial and accounting systems of the company as the first point of contact for external auditors.
- Lead the process of overall budget planning and budget forecasting for the company to ensure transparency, accountability, and profitability.
- Lead the process of evaluating the financial performance of the company to determine rate of returns on investment that helps in adopting strategic management decisions.
- Provide quality and timely accounting for the company with a focus on cash payment procedure with valid receipts and supporting documents, bank payment procedures, electronic accounting data entry, and consolidating monthly accounting processes with clear supporting documents.
- Guide the staff to ensure strict adherence or compliance to PAC's accounting standards and procedures including respecting deadlines for submission of financial and accounting documents.
- Manage monthly accounts closing and balance sheet to provide monthly accounting statement to the BDM to help in realignment of company finances.
- Oversee the payment of tax obligations to ensure strict compliance with all tax obligations of the company.
- Provide necessary information during audits relating to accounting, tax stocks and asset management, and other aspects of audits that may be required.





- Support the recruitment processes of staff in the finance department to absorb qualified and reputable personnel.
- Any other duties that may arise in relations to finance department of the company.

### Required Qualifications, Experiences, Skills, and Attributes

- Bachelor's degree preferably in Accounting and Finance from accredited and recognized institution. Master's degree in accounting and finance is an added advantage.
- Certified accountant, holding ACCA or CPA with extensive and demonstrable 5 years' financial statement modeling, commercial and managerial experience in undertaking similar assignments with a proven record of success in South Sudan is desired.
- Advance knowledge of Microsoft applications especially Word, Excel, Access, PowerPoint is a must.
- Hands-on experience in accounting software such as ERP system,
- Fluency in written and spoken English and a conversational knowledge of local Arabic is desirable.
- Outstanding communication skills for effective people's management and building cooperation within the staff.
- Result-oriented and quality-oriented professional with a big heart for a professional growth in the glamorous private sector of the country and team building in a flexible but promising work environment.
- Excellent negotiation skills and ability to develop strong working relationships with government authorities and clients from various walks of life.
- Demonstrable high degree of professionalism by upholding accounting ethical standards and code of conduct while committing to the business strategic plan of PAC.

### Application Requirements

Interested applicants should submit copies of their National Identity Cards, their updated three paged CVs with 3 professional referees including their daytime phone numbers and official email addresses, and Cover Letters that indicate what qualifications, skills, experience, and personal attributes they have that meet the job specifications. Qualified female candidates are highly encouraged to apply.

### How to apply:

- The applications should be addressed to, **The Business Development Manager, Premium Agro Consult Co. Ltd, Juba, South Sudan.**
- Electronic applications should be sent to: [infopremconsult2017@gmail.com](mailto:infopremconsult2017@gmail.com) while hard copy applications should be hand delivered and registered at the security focal point at the gate of our office premises at the above stated physical address.

**Note: Due to anticipated large volume of applications, only short-listed candidates that meet our selection criteria shall be contacted for interviews.**

PAC – Finance and Accounting Manager - 2024

