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MOL-RSS
Approved



ACCOUNTANT

NUMBER:	CINA 21012-112021
Location :	Juba, South Sudan (25% travel to field)
Application Deadline :	08-12-2021
Type of Contract :	Service Contract/Full-time/Regular
Post Level :	
Reporting to :	Finance Manager
Starting Date:	Immediately
Duration of Initial Contract :	3 months (probation)

Background

Community in Need Aid (CINA) is a national non-profit, humanitarian and development organization, working in Jonglei, Lakes, Central Equatoria, Eastern Equatoria and Western Bahr el Ghazal States of South Sudan since 2011. CINA's mission is to help in saving lives, protecting dignity and developing resilience of South Sudanese children and families from the effects of conflicts and disasters. To effectively achieve the programme objectives, CINA South Sudan is seeking for a qualified candidate to fill the position of **Accountant** to join its Finance Management Team at the national head office in Juba with some visits to field locations.

The Scope

The accountant will take care of the full accountancy cycle: from opening to closure. The incumbent will also process all CINA's financial transactions; keep track of budgets; assist in the preparation of financial reports for donors, management and other stakeholders; compile and process taxes returns; ensure that

CINA's financial and procurement procedures are accurately implemented and support CINA's Finance Management Team with the audit process.



Primary Duties and Responsibilities

The Accountant performs a wide range of duties including and not limited to the following:

- Implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including Charitable Status, processing and filing of Withholding Tax, Personal Income Tax, etc.
- Prepare all supporting information for the Internal, Project based and Statutory Audits
- Document and maintain complete and accurate supporting information for all financial transactions.
- Maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Reconcile cash, bank, general ledger and Income accounts.
- Review monthly results and implement monthly budget variance reporting.
- Manage the cash flow and prepare cash flow forecasts in accordance with policy.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Prepare quarterly budget and submit to the Finance & Admin Manager for review and approval.
- Disburse cash to the field and maintain track records of expenditures per respective field offices and ensure all transaction has complete support documents
- Maintain financial records for each project in a manner that facilitates donor and management reports.
- Ensure that accurate and timely financial statements are prepared in accordance to GAAP, IFS and IFRS
- Provide accurate and timely reporting on the financial activity of donor projects.
- Monitor risk management policies and procedures to ensure that program and financial risks are minimized.

- Supervise all field and HQ Finance assistants
- Perform any other duties as required by the line manager/representative.



Required Qualifications

Education.

- Bachelor's degree in Finance and Accounting, Business Administration majoring in Finance/Accounting or any other related discipline.
- A post graduate Diploma In Financial Management shall be an added advantage
- A professional Qualification in Accounting or Audit (e, g ACCA, CPA) level/section 2 or 3 is desirable

Experience

At least 3-5 years of progressively increasing experience in project/program finance management or in external or internal audit. Demonstrated experience in reviewing budgets, funding forecasts and financial reports of grants or investment project and planning for financial oversight, risk management and other assurance activities. Experience in conducting financial/fiduciary risk assessment, due diligences or audits. Experience of successfully managing multiple assignments or projects at the same time.

Desirable: Experience with National humanitarian organizations or International humanitarian organizations or agencies managing large portfolio of grants or development projects.

Skills

- Must be knowledgeable in accounting software preferably QuickBooks.
- Strong analytical skills in financial planning, analysis and reporting.
- Expert knowledge of risk management, audit and financial due diligences processes
- Ability to manage multiple tasks and priorities with excellent organizational and independent working skills.
- Excellent interpersonal and problem-solving skills.
- Ability to deliver reports with high quality standards and tight deadlines and with strong attention to details.

- Ability to work as a team player in a cross-functional setting and challenging environment.

How to Apply:

Please send your application and CV with accompanying documents of credentials to the Human Resources Manager at CINA South Sudan Head Office in Juba, Atlabara 21st Street South of Juba University, Juba South Sudan or electronically to kinyaa@cina-southsudan.org , anyanzo.cina@gmail.com and cc: hannah@cina-southsudan.org by **December 08, 2021 latest at 5:00 pm.**

Given the urgency of filling this position, selection will be conducted as applications are received and will be concluded by or before the deadline

Female candidates are strongly encouraged to apply.

Important: CINA is committed to safeguarding and promoting the welfare of children and the vulnerable groups and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign CINA's Safeguarding Policies including Child Protection Policy, PSEA Policy and Code of Conduct as they take their job offers.

