



South Sudan
Red Cross



JOB ADVERTISEMENT

Job Title:	Account Payable
Duty Station:	SSRC – Headquarters Juba
Reports To:	Accounting Coordinator
Opening Date:	12th July 2022
Closing Date:	26th July 2022

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and Members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principle

Overall, Purpose of the Position

The Accounts Payable, or A/P, function is responsible for ensuring that all company (vendors) are paid in full and on time. They process invoices, cut checks and manage relationships with creditors. They also do payroll checks and booking, payables reconciliations etc.

Duties and Responsibilities

- Support the Accounting Coordinator in ensuring the bank reconciliations are done in a timely basis
- Prepare payment requests and follow-up of approvals before passing to the Treasury officer for actual payment
- Always maintain up to date record of Creditor/ Supplier information.
- Review and enter all invoices to the NAVISION
- Scrutinize all invoices and payments to ensure adherence to SSRC finance manual. Make reference to the procurement manual for purchases of various thresholds, expenditure authorization policies and procedures and all relevant SSRC Procedures related to Finance processes.
- Reconcile the supplier accounts monthly and provide the file to the accounting head on a monthly basis.
- Review and book the payroll accurately as per approvals and report any inconsistencies to the accounting head.
- Review and accurately book Statutory obligations relating to payroll (PAYE), Social Security fund or any taxes withheld and ensure remittance is done to the government as per the South Sudan law and on time.
- Accurately book to Navision Employee benefits such as terminal benefits, social security fund, and retirement benefits etc and have the accounts reconciled on a monthly basis.
- Follow-up on all monthly accruals to be made paying attention to the accruals that relate to projects that are closing. This should be booked into Navision
- Ensure bookings relating to fixed assets are done correctly and required adjustments are done as required.
- Amortize prepayments on a monthly basis e.g., internet

LATERAL RELATIONSHIPS

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with ICRC / IFRC / PNS counterparts and leadership.
- Ensure effective working relationships with technical & service departments at regional & International level

POSITION REQUIREMENTS

Education	Required	Preferred
University degree in Finance and/or Accounting OR CPA Level 3	X	
Further training in programme or project management and other technical fields.		X
Minimum Experience	Required	Preferred
At least three years of related experience in finance and/or accounting principles and procedures	X	
Previous work experience with PNSs or movement partners		X

Knowledge and Skills	Required	Preferred
Previous work experience with an I'NGO or in the humanitarian sector	X	
Extensive knowledge of computer database software (at minimum Excel, but preference for software is Navision)	X	
Proven ability to work independently and with a strong attention to detail	X	
Demonstrated experience in advising staff and peers on accounting principles	X	
Team player, self-motivated and proactive on own initiative to set and achieve goals	X	
Highly motivated, self-starter able to lead a process, engage others and create ownership	X	
Be honest and encourage openness and transparency in all professional matters	X	
Languages	Required	Preferred
Good command of written and spoken English and Juba Arabic.	X	
Fluency in speaking one additional local language.		X

How to Apply;

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on the Subject Line of your email.

Alternatively, applications can be hand – delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba. Please indicate clearly the position you are applying for on the back of your envelop

You should arrange your documents in the following direction.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.