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Approved by  
Mol  
29/6/2021



ADRA



Munuki SDA  
Compound

P.O Box 247

Juba, South  
Sudan

## JOB DESCRIPTION

Position: Project Accountant  
Job Holder: Mr/Ms.  
Supervisor: Chief Accountant  
Duty Station: Head Office, Juba – South Sudan  
Posting date: 29/06/2021  
Closing date: 18/07/2021

### Minimum Qualifications:

- i. A Bachelor's degree in Business Administration/Commerce Accounting option or its equivalent.
- ii. Good interpersonal and communication skills
- iii. Motivated, dynamic and dedicated team player
- iv. Proficiency in MicroSoft Office Suite, SunPlus and any other relevant accounting package as may be required by projects that may be allocated to you.

### Job Objective:

To provide Financial and management accounting services to funds, projects and programs that may be allocated to you from time to time, ensuring quality and timely monthly Financial reports and statements for those funds, projects and programs after appropriate reconciliations are prepared and submitted to relevant users (stake holders).

### Duties and Responsibilities:

1. Offer financial and management accounting services to funds, projects and programs that may be allocated from time to time.
2. Participate in the budgeting processes and revisions of budgets for the Funds, projects and programs under your portfolio.



3. Ensure that monthly management accounts for funds, projects and programs in your portfolio are produced after appropriate reconciliations and submitted to the Director of Finance before the 10th day of the month following the month to which the accounts relate.

4. Prepare Financial reports using budget control sheets and any other donor related templates as may be required by the project for the assigned Funds, Projects and Programs.

The Financial reports and statements and relevant reconciliations to the Director of Finance before the 10th day of the month following the months to which the budget control sheet relates.

5. Prepare and update Project Assets lists for the assigned Funds, Projects and Programs on a monthly basis.

6. Ensure that field financial reports are organized, complete, and accurate and handed in on time to enable timely processing.

7. Participate in Project joint monitoring with Programs Office.

8. Participate in preparation for audit of final accounts of Projects and Funds under your responsibility. 9. Advise Director of Finance on when to request for funds transfer for the assigned Funds, Projects and Programs.

10. Perform any other duties incidental thereto and/or a may be assigned by the Director of Finance.

### **Key Performance indicators on which you will be appraised**

1. Compliance with organizational policies, operating procedures and project/ donor agreements.

2. Respect of and adherence to organizational values.

3. Timeliness and quality of Project reports you're required to submit to your supervisor(s), donors, development partners and other government agencies. Submit Monthly reports by 5<sup>th</sup> of the proceeding month or as per donor guidelines.

4. Ensure Project/Admin Activity line are not more/Less (+/-) 2%, Resolve accounting discrepancies and irregularities by Immediately Informing Line supervisor and assist in budget realignments if required.

5 Positive representation, good public relations and promotion of ADRA South Sudan's positive image among stakeholders in your sphere of influence.

6. Your contribution to the overall efficient performance of the department and the organization as a whole through: team playing, proper usage of assets and other supplies under your custody.





## Minimum Requirements

### Academic Requirements

- i. A Bachelor's degree in Business Administration/Commerce Accounting or Finance option or its equivalent from a recognized University
- ii. Professional qualifications like CPA or ACCA are an added advantage

### Others Requirements

- iii. Ability to use Sun Plus Accounting soft ware is mandatory
- iv. At least three (3) years' experiences working with Donor Funds / Working with an NGO
- v. Good interpersonal and communication skills
- vi. Motivated, dynamic and dedicated team player
- vii. Proficiency in MicroSoft Office Suite, and any other relevant accounting packages

### How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. Send your applications to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org) by 14<sup>th</sup> July, 2021.

Hard copies applications and copies of certificates can be submitted to ADRA office at SDA Church Compound Munuki. Not later than 14<sup>th</sup> July, 2021

