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# Policy LINK – South Sudan Accountant (Temporary Maternity Cover-3 months)

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| Position: | Policy LINK – South Sudan Accountant-Maternity Cover |
| Location: | Juba, South Sudan |
| Contract Name: | USAID/Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK) |
| Status: | Short Term Technical Assistance  |
| Start Date: | On/around 1st November, 2021 |
| Supervisor: | South Sudan Finance & Operations Manager |

## Project Background

The five-year (2019 – 2024) Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK) project will strengthen the capacity of local actors and institutions to lead and manage the agricultural transformation process and contribute effectively and collectively to improved, broad-based food security policy outcomes.

Specifically, the program aims to strengthen food security policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments to scale in order to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective action.

Policy LINK’s general approach is grounded in facilitative leadership and collaborative governance, which emphasize engaging stakeholders from civil society and public and private sectors in consensus-oriented decision making, collaborative problem solving, and adaptive learning.

Policy LINK in South Sudan

## In South Sudan, Policy LINK will provide backbone support to cross-sectoral, multi-donor, multi-agency partners in select geographic areas to build resilience and reduce vulnerability. It will work closely with community members, local governments, and donor agencies to improve knowledge management practices and use of evidence to inform joint decision making at local, national, regional and global levels. This includes support to the Partnership for Resilience and Recovery (PfRR) as well as other community engagement centers and coalitions.

## Position Objectives

The South Sudan Accountant will oversee each step of the field project finance cycle for the Policy LINK South Sudan office, including estimating cash needs, requesting and processing weekly wire transfers from Bethesda, processing payments to goods and service providers, and recording financial transactions and preparing regular financial reports. S/he will ensure that all financial transactions are documented in compliance with DAI policies and procedures.

S/he will be expected to liaise with operations and technical points of contact in the Policy LINK South Sudan office, the East Africa regional team in Nairobi, and remotely based as well as home office staff in Bethesda/Washington.

S/he will continually reinforce Policy LINK’s agreed-upon core purpose and principles, and ensure all decision-making is rooted in the purpose and principles. S/he will contribute to a learning environment in which personal and team growth is supported, with a shared understanding that the “team” always comes before the “individual.”

## Responsibilities

The Accountant will be responsible for the following:

Day to day financial management:

* Ensure timely and proper accounting of all project transactions in Dynacom/Financial Accounting System (FAS), using the correct codes and expenditure types;
	+ Transactions may include but not be limited to staff advances, goods/service provider invoice payments, payroll, and statutory remittances.
* Ensure the project finance filing system including invoices, correspondence, backup procurement documentation, and client files are scanned on a monthly basis and organized according to DAI policies for easy reference during internal and external audits;
* Ensure that financial activities (i.e. payments for goods and services received) are carried out in compliance with DAI policies as well as local laws; and
* Proactively monitor all financial activities, as well as any technical issues with DAI financial reporting tools/systems, and flag challenges to the Finance & Operations Manager for action.

Regular financial reporting:

* Weekly wire requests for funds transferred from DAI/Washington to the LINK South Sudan bank account;
* Bi-weekly field finance expenditure reports generated from Dynacom/FAS and uploaded to Oracle;
* Monthly bank reconciliations;
* Monthly accruals and commitments report submitted to the Finance & Operations Manager;
* Monthly scanning and storage of verified finance vouchers in project SharePoint folder; and
* Statutory remittance reports submitted by designated deadlines.

Bank relationship management:

* Serve as the primary point of contact with the designated Juba bank, ensuring regular updates are received, exchange rates are favorable, and working relations are strong.

Coordination with other Policy LINK staff:

* Support South Sudan team members to track actual activity expenses compared to projections;
* Participate in relevant cross-cutting project meetings such as those focused on office startup and closedown, sharing financial updates;
* Communicate regularly with East Africa finance team (Finance & Operations Director as well as Finance Manager), DAI/Washington and remotely based Policy LINK staff with finance and operations responsibilities to exchange information relevant to day-to-day management as well as periodic internal/external audits as needed.

## Reporting

The Accountant will report to the Policy LINK South Sudan Finance & Operations Manager.

## Supervisory Responsibilities

Accountant will not have any staff supervisory responsibilities though may supervise short-term consultants.

## Qualifications

Education:

* A university degree in finance, business management, public administration, or other relevant field.

Work Experience:

* A minimum of 3 years of work experience on donor-funded programs (USAID preferred), with progressive responsibility in financial management.
* Preference for experience supporting fast-paced donor-funded programs focused on resilience, livelihoods, food security, capacity development, or similar technical areas.

Skills:

* Attention to detail.
* Effective communication with colleagues and stakeholders located within South Sudan as well as in Kenya and other Policy LINK offices – a strong capacity for remote collaboration is required.
* Ability to balance competing priorities and information shared by colleagues, policy and procedure manuals, stakeholders, etc. and carry out well-informed financial management decisions.
* Good English and Arabic writing and speaking.

**Qualified FEMALES are highly encouraged to apply**

This position is only open to South Sudanese Nationals

**Application process**

Please submit applications electronically via this website: <https://fs23.formsite.com/OLJTgx/zadiwjcz9t/index.html>

Candidates will be required to answer certain qualifying questions before uploading their CVs and cover letters to the application form for consideration.

Deadline for submissions: 17th September 2021