


**VACANCY ADVERTISEMENT**

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease and famine with the purpose of sharing God's love through His Son Jesus Christ.

**Vacancy:** Field Accountant  
**Reports to:** Area Coordinator  
**Duty station:** Maiwut/Maban  
**Posting date:** June 19<sup>th</sup>, 2024  
**Deadline of Application:** July 8<sup>th</sup>, 2024

SO-H-3  
Approved by *Senior Inspector*  
MOH/RO/DJ  
*Chau*  
19/06/2024



**SUMMARY OF THE POSITION**

The key responsibility of this position holder shall ensure that the she/he maintains financial systems including planning, control accounting and financial operations, reporting and documents covering accounting transactions for management review. And handles the human resources and administrative roles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain detailed records for all financial transactions in an organized and professional manner.
- Perform daily functions including recording all cash, maintain cash ledgers, monitor cash advances and field expense reports, and reconcile cash on hand and monthly bank reconciliation.
- Provide support to Budget Holders during the budget preparation and review processes as well given financial guidance during implementation.
- Provide support to base Manager and/or Program Manager with regards to financial policies/practices and Related areas as required.
- Ensure financial/accounting activity is carried out in accordance SP's field accounting policies and perform other duties as assigned.
- Follow all procedures Provided by Director of Finance and Country Director.
- Review and ensure accuracy of financial transactions for SP field Operation based in the region as appropriate (includes Vouchers, FERs, Cash Advances, transfers, etc.)
- Ensure adequate Cash flow for Operations and Safety of financial resources at base.
- Ensure all cash is reconciled on a weekly basis, reporting any over/under to country office and investigate any over/under situations.
- Maintain close and cooperative working relationships with fellow financial staff and the Finance Manager.
- Ensure contracts are current on all rental properties, facilities, and Vehicles.
- Identify areas for financial and administrative improvement and work to implement feasible improvements.
- Prepare and submit month-end reports to SP office regarding country-wide operations in a timely fashion.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.



- Provide required monthly financial reports by specified deadlines to the Finance as assigned.
- Any other duties assigned.
- With Generous spirit takes other duties assigned too, for the benefit of the Organization.
- Attend daily morning devotions and participate in prayers support for the ministry, its donors and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, Charitable beneficiaries, and the general public.

**QUALIFICATIONS:**

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative if the knowledge, skills and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

- Strong character demonstrating biblical aligned with the ministry of Samaritan's Purse
- Strong critical thinking and problem-solving skills is a must
- Ability to cope with stress and manage a heavy workload including an ability to work quickly and a willingness to work longer hours to meet urgent deadlines.
- Ability to communicate pro-actively and initiate a timely follow ups to avoid delays in the procurement processes.
- Strong attention to details as even small mistake can delay the procurement process.
- High flexibility to change and ability to maintain patience through change demonstrating an attitude of teachability and an ability to learn quickly.
- Strong Christian faith and spiritual maturity
- Excellent computer typing skills and strong excel skills with the ability to utilize formulas and develop complex spreadsheets for tracking information
- Strong verbal and written communication in English, any level of Arabic is beneficial
- Strong skills in team building and collaboration

**EDUCATION AND EXPERIENCE:**

- **Education level:** Degree in Business Administration, Finance and Accounting
- **Required experiences.** Minimum of 1 to 2 years in Finance roles with an international organization
- Read and write English.
- Computer skills especially Microsoft excel
- High level of attention to detail good organizational and problem-solving skill.

**Samaritan's Purse has "Zero Tolerance approach" to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult's associating with its work.**



**HOW TO APPLY:** Address your application to HR department -Samaritan's Purse International Relief, Juba next to Quality hotel in cinema, Addis-Ababa road and submit your hard copy cover letter, **CV of not more than three pages** and Academic documents to HR department not later than **8<sup>th</sup> July, 2024, 5:00PM.**

Applications can also be sent via email to: [recruitSouthSudan@samaritan.org](mailto:recruitSouthSudan@samaritan.org)

We do appreciate your interest in working with us. However only shortlisted candidates will be contacted.

