



VACANCY ANNOUNCEMENT

Program Accountant

Amref Health Africa was founded in 1957 and has since grown to become the largest African based international health development organisation; currently implementing more than 140 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in eight countries in Africa, including Kenya, Tanzania, Uganda, Ethiopia, Malawi, South Sudan, Zambia and Senegal. Amref's work in each country responds to local needs and priorities strengthen existing capacities in communities to take control of their health and strengthen the local health systems. In addition eleven advocacy and fundraising offices are located in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of Amref Health Africa's approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of 'Lasting health change in Africa' and its mission 'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'.

Job Purpose

To support efficient programme accounting functions for allocated projects in South Sudan to ensure timely and accurate reporting to management, donors and other stakeholders

Job location: Juba.

Reporting relations: The incumbent will report to the Country Finance Manager.

Primary Responsibilities:

1. Key Supervision & performance management

- Provide leadership and technical financial support to the programme accounting team, ensuring they adhere to policies, regulations and standards including improvement of timeliness, quality of service provided and set up implementation of internal control systems
- Continuously evaluate the performance of repartees and build individual and institutional capacity in financial management, including succession planning.

2. Internal & External Audit.

- Ensuring that annual and other project specific audits are carried out on time and coordinated by the programme accountants
- Participate in both entry and exit meetings including dealing with various queries during the course of the audit where necessary and responses to management letters
- Ensuring that the recommendations by the auditors are implemented promptly
- Preparation, updating and submission of project audit tracker for all project audits and submit to the HOF for submission to HQ.

3. Cash flow management.

- Ensure cash call downs are accurately prepared and submitted in time to donors and HQ for smooth implementation of project activities



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- Reduce projects with negative cash balances by aggressively following up the donors for settlement
- Ensure efficient in-country treasury and cash management within the projects being managed
- Review of reconciliation for all bank and Inter-ledger accounts
- Ensure timely payments are done to suppliers, staff, local authorities and partners and vendor accounts reconciled.

4. Review and posting of operational budgets on ERP

- Collate and summarise operational budgets for programme cost centers under their docket into the standard schedule for further review.
- Post approved budgets into Navision, Board approved, Flexed and Funded budgets

5. Proposal budgets/Business Development

- Support the Business & Programme Development team by ensuring quality cost proposals and budgets are prepared and submitted to potential donors,
- Ensure optimal overhead cost recovery in all budgets is attained
- Support the country programme to ensure timely and quality submissions of annual and flexed budgets
- Build capacity of Project Accountants to develop quality budgets

6. Financial Reporting

- Ensure Financial reports for their programs are submitted on a timely basis and that the programme accounting function provides top quality service
- Carry out end of month financial closure as per the Finance Manual – by the 10th of the month
- Review monthly recharges (Internal recovery) to and from various units and ensure prompt & accurate posting
- Review programme/donor financial reports as per the Finance Manual before submitting to the HOF for approval
- Ensure timely call down of funds from donors is done.
- Budgetary controls and project cash balance monitoring
- Prepare monthly financial reports for submission to HOF

7. Accounting & Ledger management

- Ensure proper books of account are maintained and kept up to date and that the requirements set out in the Finance and other relevant policies are followed
- Ensure accurate financial information is readily available
- Ensure periodic/regular ledger review is done and corrections/reconciliation of any mis-postings done promptly.
- Ensure effective management of staff and other debtors' accounts regularly to ensure timely recovery
- Ensure all bank and interledger reconciliations are done on a monthly basis and all reconciling items addressed promptly

8. Grants management

- Ensure adequate monitoring and review of sub recipient budgets, work plans and reports



- Ensure timely disbursement to the sub recipients
- Ensure all contractual requirements and obligations with the sub recipients under their programmes are met.

9. Payroll

- Ensure South Sudan payroll is processed on a timely manner, including payment of all statutory payments as per local law
- Ensure proper and compliant allocation of payroll costs across projects & cost centers
- Ensure timely and accurate posting of the payroll journals on ERP
- Ensure all payroll control accounts on Navision are regularly reconciled.

Job Requirements.

- First degree in Bachelor of Commerce (Finance or Accounting Option) or its equivalent and CPA(K) or its equivalent.
- The job requires a fully qualified professional accountant to be able to handle the challenges of the position. A business-related degree is also a required for this position.
- At least 4 years' experience is necessary to be able to handle the challenges of the job but this might depend on the candidate's numerical, analytical and intellectual ability.
- Computer literacy is a must for a job holder. It is important for the candidate to have a thorough knowledge in Excel, prior experience in donor reports and prior experience in computerized accounting systems preferably Sun.
- Thorough understanding of South tax laws, International Financial Reporting Standards and experience in application and enforcement of the standards at the corporate level.

Skills

- Good analytical and numeric skills
- Good management skills
- Proficient in ICT skills
- Accounting packages
- Good oral and written communications
- Negotiation skills
- Presentation skills
- Good interpersonal skills



Competencies

- High level of integrity and honesty
- Team player
- Flexible
- Ability to work under minimal supervision

Application.

This is a challenging and highly demanding opportunity for dedicated and motivated professional candidates. Qualified South Sudanese nationals are encouraged to apply. If you would like to join this dynamic team and help bring lasting health change in Africa, please send your CV and application letter which should include remuneration requirements and contact details of three work-related referees, addressed to the Human Resources, by e-mail to Jobs.Southsudan@Amref.org or drop to Amref main office , along airport road , opp former UNOCHA, quoting the position in the subject matter.

The closing date for submitting applications is February 25, 2022. We regret that only short-listed candidates will be contacted.

Please do not attach certificates and testimonials to your application.

Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.

Amref Health Africa is committed to the principles of safeguarding. Amref Health Africa will not tolerate any form of abuse, discrimination, and harassment, wherever it occurs or whoever.

