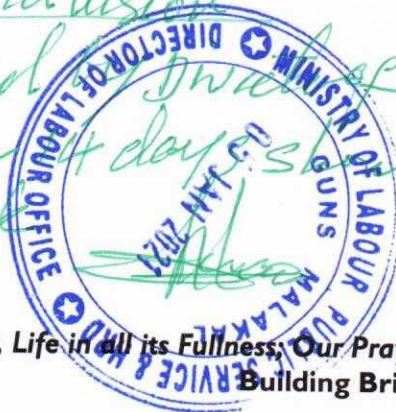


*If World Vision
Approved I will be down & we
but after 4 days it will be
bring back*



World Vision

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Finance & Admin Officer x 2
Reporting to: Finance and Accounts Manager
Location: Renk and Malakal
Availability: As soon as possible

Purpose of the position:

To coordinate implementation of the financial accounting activities in the area of general ledger accounting and financial reporting, with an aim to ensure proper accurate monthly financial reporting.

The position holder plays a key role in generation of standard financial reports per FFM. Job holder is also expected adhere to manage admin function in Renk and Malakal.

Major Roles and Responsibilities:

Coordination/management

- Ensure monthly recording of WFP flights, airtime, insurance, rent both for office and apartments and any other prepayments
- Manage the General Accounting staff assigned to this role including document management center
- Capacity built the staff on financial processes, double entries recording and balance sheet management
- Support the Finance Accounts manager in supervisory duties as may be required for the team
- Act as a key internal control function in line with laid down policies & regulations
- Liquidity management and forecasting

Financial Production and Reporting

- Ensure monthly recording of WFP flights, airtime, insurance, rent both for office and apartments and any other prepayments
- Ensure Employee expense reports are properly registered by each staff in a register, approved by supervisor and properly accounted for before are journalized



- Prepare and post journals for all employee expense reports once they are full accounted for and approved by authorized managers
- Do account allocation for travel advances and staff loans every month for the purpose of ensuring that aging analysis provide an accurate view of each staff account.
- Ensure journal vouchers are correctly and properly referenced and filed and that there are no duplications
- Assign and provide proper references to all journal vouchers prepared in each month and ensure that they all recorded in the register

Others

- Review all payment requests for completeness before being processed
- Review of ALL payment journals for accuracy before posting into SUN6
- Reconciliation of KCB, ECO and Stanbic accounts
- National staff Payroll review
- Cash projection consolidation and projection
- Represent department meetings as required (eg Procurement committees, P&C panel representation etc)
- Monitor Support costs spending against budgets, T. Codes combination, Support costs recovery
- Computation of exchange rates to be used each month
- Coordinate correspondence and filing of the same

Monthly bank reconciliations

- Ensure bank statements are requested from all banks and are filed in office by 2nd of every month
- Ensure all outstanding items are booked and reconciled on time at end of each month
- Ensure all deposits are booked on time and reconcile at end of every month
- Produce accurate and correct bank reconciliations before or on 5th of every month
- Ensure that there are no outstanding items over three months listed in the bank reconciliations

General Ledger Recording and reconciliation

- Ensure that all SAs received are properly recorded and that relevant supporting documents are attached to journal vouchers
- Ensure account 150 and 155 is up to-date and all entries are properly reconciled at end of month and the accounts show minimum acceptable balances
- Analyze payroll and taxes charges in account 230 to ensure that all charges are correctly done and the account is up to-date.
- Responsible for Account 260
- Responsible for acc 330, 340, 350- Local income

Audits & Internal Controls

- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
- Ensure any Audit recommendation affecting area of responsibility are cleared within 90days after issuance of audit report (both internal & external)



Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum Qualification required: Degree in Accounting or related fields
- Professional: CPA/ACCA Section 5 completed – **A MUST**
- Experience: 5 years
- Technical Skills & Abilities:
 - Excellent computer skills in Excel, Word & Sun-systems software.
 - Good planning and organizational skills
 - Tact and diplomacy in dealing with staff-related to work environment needs
 - Ability to maintain effective working relationships with all levels of staff
 - Some managerial experience in a busy accounting office

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 22nd January 2021

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

