

Samaritan's Purse Juba, South Sudan

Payroll Compliance Review 2022

Purpose:

Samaritan's Purse is looking for a qualified CPA firm to conduct a payroll compliance review on its payroll processes for the period of September 2021 through August 2022. The purpose of the review is to confirm if Samaritan's Purse is in compliance with the South Sudan labor laws. The successful firm will conduct the review at the office of Samaritan's Purse in Hai Cinema between Quality Hotel and Landmark Hotel.

Goal:

The review should provide confidence in the calculation of employees' net pay, the legal obligation of employer's contributions and tax remittances, the complete compliance with local labor laws.

What is expected from the firm:

The engaged firm is expected to review the current payroll calculations for the period of September 2021 through August 2022. The firm should confirm that:

- The correct tax rates are being applied.
- SP is withholding correct taxes or other deductions.
- Overtime is calculated and taxed correctly.
- Social insurance, gratuity/severance are being calculated correctly.
- SP is making mandatory employer's contributions to match employee's contributions.
- Terminal dues (SI, gratuity) are correctly calculated and paid to employees at the end of service.
- All employees in the payroll have valid contracts.
- All amounts in the payroll match amounts indicated on the contracts.
- No ghost workers in the payroll.
- The engaged firm will do an onsite review at SP office in Juba.
- The review shall be completed within five (5) working days.
- The engaged firm is expected to issue a written report to confirm if SP is in compliance with the South Sudan labor laws.
- The engaged firm is expected to comply with the terms in the contract. Any violation of the agreement may result in termination of the contract or reduction of fees.

What is not expected from the firm:

- SP does not expect the reviewing firm to review pay distributions.
- The firm is not required to review every employee's pay calculation.
- The firm is not expected to provide an opinion on SP compensation amounts.
- The engaged firm is not expected to review SP financial practices or internal controls.

Qualifications:

- Firm must possess professional licenses such as CPA.
- Firm must have expertise in South Sudan labor laws.
- Firm must have reviewed at least three (3) INGOs within the past 12 months.

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Procedure:

Interested firms should submit the following to SP before/on the indicated deadline on the PR:

- Letter of interest explaining firm's experience in South Sudan Labor laws and why it should be considered to do the review.
- Copy of firm professional license.
- Firm profile exhibiting background, mission statement, vision, values, etc.
- Three (3) INGO client references reviewed in the past 12 months.
- Quotations/compensation desired.