


Accountant - Juba South Sudan Programme

MEDAIR is a Christian humanitarian international NGO founded in 1988, with its HQ in Switzerland. MEDAIR's mission is to respond to human suffering in emergency and disaster situations and to bring hope to the world's most vulnerable. MEDAIR strives to live and work by its values: integrity, hope, compassion, accountability, dignity, joy, and faith.

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Approved by
Lobaw Inspector
25/5/2022

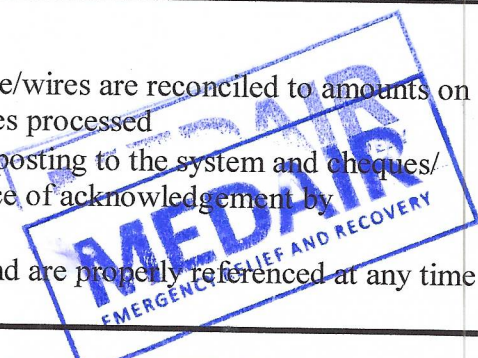


JOB DESCRIPTION

JOB TITLE & POSITION	Accountant.
LOCATION	Juba, South Sudan
REPORTING TO	Deputy Finance Manager, Juba, South Sudan
OVERALL, PURPOSE	<p>To ensure accurate and timely processing of payments, entry of accounting information and preparation of basic records (cash book, banking, cheque disbursement and receipts) for good corporate financial management.</p> <p>On a day-to-day basis the Finance Officer carries out a variety of accounting functions required to ensure the financial needs of the programme are met and that all financial transactions are carried out and recorded with integrity and in accordance with donor, HQ, and field guidelines.</p>
PROJECT OVERVIEW	Multi-sector relief programme including provision of Primary Health Care, Nutrition, Health and Hygiene Promotion, Water and Sanitation and NFI & Emergency Shelter distributions across fixed and emergency response locations throughout South Sudan. The goal is to assist in reducing morbidity and mortality in vulnerable communities in South Sudan.

FUNCTIONAL LINKS	
• Internal:	Finance Manager, Deputy Finance Manager, Senior Finance Officer, Finance Officers, Logistic/Procurement Officers, HR Manager, HR Officers; Project Managers/Team Leaders; WASH Technicians, Health and Nutrition Managers, Project Coordinator and other Medair staff as necessary.
• External:	Local suppliers and local authorities.

DELEGATED AUTHORITY	
<p>A). Cash/Cheque/Wire/online Invoice processing.</p> <ul style="list-style-type: none"> • Timely processing of payments journals and ensure that cheque/wires are reconciled to amounts on the journals held in Field Connect and Portfolio and on invoices processed • Ensure that payment vouchers are submitted for approval and posting to the system and cheques/wires/online banking /receipts are properly attached as evidence of acknowledgement by vendors/suppliers • Ensure cheques, wires/online banking are properly recorded and are properly referenced at any time needed for review 	



- Provide liason to all banking institutions and financial agents on all matters related with cash delivery to office and in the field and be focal point for all invoices from financial agents.
- Ensure payment vouchers are correctly and properly referenced and filed and that there are no duplications
- Ensure that payments are correctly adhering to Medair Procedures and Policies and Finance Manual.
- On daily, Weekly and Monthly do bank reconciliations for all bank accounts to ensure all payments reconciles with the ledger and bank.

B). Cash Management

- Ensure cash is adequately maintained and is replenished on time and the office does not run out of cash at any time.
- On daily, weekly, Monthly, and yearly basis ensure that cash count is done and reconciled to the ledger.
- Contact bank agents for cash delivery once a petty cash request is authorized and approved

C). Salaries and benefits disbursements

- Prepare payroll and ensure payrolls are disbursed on timely manner and all the statutory deductions are done and remitted to respective institutions
- Process all staff benefits for exited staff as when the staff separates with the organization and ensure that they banked and notified respectively

D). 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 two months after issuance of audit report (both internal & external)
- Assist in retrieving required documentation and samples to facilitate smooth audit

E) Accounts Reporting

- Ensure that on weekly basis the accounts are reviewed so that expenses are coded to the right Account, Fund, Project, Sector and Locations.
- Take part and participate on Monthly and Yearly closure of accounts
- Grant Management tool – To regularly use the grant management tool to determine the right donor to charge various expenses during different time during the cycle of the Project.

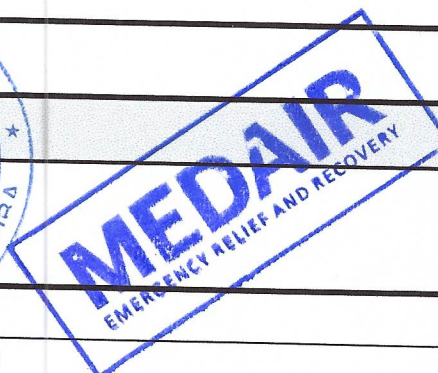
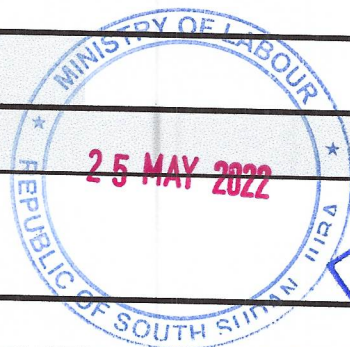
F) Archiving

- Ensure that all finance documents are scanned and saved on the server on weekly basis.

MAJOR OBJECTIVES:

- Accounting for Juba Finance Team
- Other assigned Tasks

90%
10%





PERSON SPECIFICATION:

QUALIFICATION / EXPERIENCE:	ESSENTIAL	DESIRABLE
Vocational qualification	<ul style="list-style-type: none"> • Diploma in finance/accounting/ business administration • Studying for Chartered Accountancy with at least CPA/ACCA Part II qualification. • Sound knowledge of logistical procedures 	<ul style="list-style-type: none"> • Bachelor's degree in finance and diploma in logistics
Work experience	<ul style="list-style-type: none"> • 2-3 years in finance position of which 1 year with an NGO 	<ul style="list-style-type: none"> • 3 years in finance position, with 2 years in NGO sector • 1-2 years logistics experience with 1 year in NGO sector
Languages	<ul style="list-style-type: none"> • Fluent oral and written English • Oral Arabic 	Written and Oral Arabic
IT	Proficient in Microsoft Office Suite (especially Excel)	Proficient with Accounting & Logistical packages e.g., QuickBooks, Account safe; payroll software.

SKILLS / ATTRIBUTES	ESSENTIAL	DESIRABLE
Motivation	Highly Motivated	
Team building	Team player, can work well in a multicultural team	
Adaptability	Bears well under pressure	
Technical expertise	See "vocational qualifications", open to learning and self improvement	
Management & Leadership	Time management, good communication and interpersonal skills	Willingness to develop leadership potential
Attitude to work	Attention to detail, organised, accurate, devoted, self-starter, analytical mind, team player	
Numeracy	Excellent numerical skills	
Other attributes	Good communication and	



	interpersonal skills, honest, trustworthy
WORK CONDITIONS	You will work at Juba Finance Department.
JOB COMMITMENT	
Starting date:	01/July/2022
Duration of commitment:	One-year contract
Date Issued	25 May 2022
Advertisement Expiry Date	13 June 2022
Application Details:	<p>To apply, please go to this website address and fill in the form: https://forms.gle/NdadF8AMMC2toPwG8</p> <p>Then, submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: recruitment-sds@medair.org, or bring to Recruitment Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping. The date and time for interviews will be communicated when the shortlist is published. Only short-listed applicants will be contacted. Thank you so much for your interest!</p>

Note: as the position is urgently needed, we may start the screening of applications on daily basis

According to South Sudan labour law, Medair does not discriminate, directly or indirectly, against any job applicant especially based on race, tribe or place of origin, national extraction, colour, sex, pregnancy or childbirth, marital status, family responsibilities, age, religion, political opinion, or disability.

