

Extended for One more week
until 3/12/2021

FF No 15-997508 29/11/2021

Job Advert
November 4TH, 2021

ACROSS HQs
Juba

HRM
\$2



Title: Accountant
Location: Rumbek, South Sudan
Duration: 1 Year Fixed Contract
Responsible to: Head of Finance

Application Deadline: November 15th 2021

JOB Description:

ACROSS is seeking to hire God fearing Accountant with the passion and desire to grow in accounting profession and to be a part of Faith-Based organization working to serve the people of South Sudan.

The position of Accountant is responsible for managing day to day financial activities, processing payments, liquidating advances, collecting data and analyzing financial information, and preparing monthly reports on project activities. Prospective candidates should be able to summarize financial transactions, create macro and present monthly and quarterly financial reports on all projects in Rumbek. He or She must have the ability to understand financial reports and prepare financial statement such as income statement, balance sheet, asset movement schedule required and having good knowledge of accounting packages such as Sun system is an added advantage.

Roles:

- Collect accounting data; summarize financial information to prepare financial statements, and reports as requested by the Head Office.
- Examine and analyze accounting records, financial statements, and other financial reports to ascertain accuracy, completeness, and conformance to reporting and procedural standards.
- Manage payments processes and ensure payments are properly authorized and paid on time and that financial process and procedures are followed according to ACROSS financial policies.
- Correctly allocate expenditures to various projects and ensure that transactions are correctly posted to right general ledger (GL) accounts in cashbook and in Sun System.
- Prepare monthly project reports and provide detailed variance analysis and explanations and work with the rest of the Finance Team and program team on budget realignment where necessary.
- Oversee and ensure all relevant donor and government reporting requirements are adhered to.
- Provide guidance to the rest of the staff by coordinating activities and answering questions.
- In accordance with standard guidelines, maintaining a system of sound Internal Controls in order to safeguard assets and mitigate against the risk of financial loss.
- Complies with central government, state government, and local financial legal requirements by studying existing laws and understanding new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Examining bank statements and performing bank reconciliations on monthly basic to ensure bank balances are reconciled.
- Issue program advances to program staff and accurately liquidate program advance on timely basis.

- Participate in projects budget development, track expenditures periodically to provide (Budget Variance Analysis).
- Prepare budget forecasts to assist supervisor and other staff members in decision-making process.
- Prepare salary advance schedule for all staff in Rumbek and present payroll to head office on monthly basis.
- Ensuring imaging of receipts, invoice and all other supporting documents are timely done and accurately filed.
- Assisting the Finance Officer and the Head of Finance in preparation for project and institutional audits when necessary.
- Where necessary, coordinating with internal and external auditors during audits exercises.
- Maintain the fixed asset register, perform periodic physical counts of the assets, and review the state of the asset with Management.
- Ensure the organization's assets and financial information are adequately safeguarded and confidentiality is maintained.
- Communicate with key stakeholders including program staff to ensure accurate information is captured in the budget and management reports.
- Support Logistic Assistant in procurement and movement of assets.
- Administer and report location incomes to Head Office
- Any other duty as assigned by the Head of Finance.

Required Education and Skills

- Degree in Finance, Accounting or related field (advantage: CPA)
- 2+ years' experience in Accounting and financial management position
- Ability to easily understand, interpret and communicate financial information
- Excellent knowledge of accounting package (particularly Sun System is preferred)
- Proficient in Microsoft office and advance level in Excel
- Demonstrated creative and critical thinking skills
- Able to work on multiple projects simultaneously
- Strong communication and presentation skills
- Ability to work in a diverse cultures and able to perform under immense pressure condition

Email application letter, CV and Christian testimony to recruitment@across-ssd.org and copy to headoffinance@across-ssd.com

Or hand deliver to:

ACROSS – attn. HR Office
Buluk, off ministry Road, next to the UNHCR office
Juba, South Sudan

ACROSS Field Office, Rumbek, South Sudan



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ACROSS HQs
Juba

26/11/2021