



Job Announcement

The Near East Foundation (NEF) is a non-profit international development organization that has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915. NEF draws on local teams, experience, and partnerships in these regions to create community-led solutions to reduce poverty, create economic opportunity, and empower conflict and crisis-affected groups to improve their future outlook and wellbeing. Our programs are organized around three pillars: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

Position: Senior Accountant
Reports to: Country Director
Location: Juba, South Sudan
Travel: Occasional travel between project sites
Status: Full-time Employee



50.4.3
Approved
[Signature]
4/7/2022

POSITION DESCRIPTION

The Senior Accountant will be responsible for day-to-day entries and ensuring that all accounting, procurement and other cost related activities are performed in accordance with NEF policies, local regulations and the donor requirements.

RESPONSIBILITIES

Under the supervision of the Country Director and in close collaboration with the Finance Manager: Field, the Senior Accountant has the following specific responsibilities:

Accounting

- Compile entries into SAGE accounting software on daily basis;
- Verify procurement processes by reviewing invoices for accuracy and ensuring that appropriate procurement authorization and supporting documentation are attached and in accordance with NEF procurement procedures;
- Work closely with Logistics on Purchase Requests and Purchase Orders and follow up accordingly;
- Maintain control of petty cash and ensure its sufficiency on daily basis;
- Review all staff expense reports and advance requests to ensure compliance to NEF policies prior to payment;
- Manage accounts payable process within Sage Intacct and submit weekly (or as needed) requests for payments to HQ;
- Complete and submit monthly bank reconciliations and bank statements to the Regional Controller;





- Maintain control of petty cash and reconcile weekly;
- Complete monthly reconciliation of all other balance sheet accounts;
- Assist in the preparation of disbursement vouchers, checks and bank transfer requests and ensure all the supporting documentation is attached, and bank account information are correct and updated;
- Review expenditure reports submitted by partners and sub-grantees for accuracy and compliance to donor requirements;
- Maintain NEF fixed assets inventory;
- Support the Finance Manager: Field to prepare the monthly payroll run ensuring all local taxes and benefits are properly applied and remitted to required authorities;
- Support the Finance Manager: Field in the preparation of annual audits and monthly forecasts;
- Other accounting related tasks as requested by the Country Director or Finance Manager: Field.

QUALIFICATIONS

The successful Senior Accountant must be a self-directed individual with the following qualifications:

Basic Qualifications:

Note: Research suggests that women may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage *all* individuals who believe they have the skills necessary to succeed within this position and thrive at NEF to apply for this role.

- Bachelor's degree in Accounting, Business Administration, Finance or related field, or equivalent combination of education and work experience;
- 5 years of relevant accounting experience preferably with a humanitarian/development organization;
- Competence with accounting software and procurement systems and with MS Office applications, including Word and Excel;
- Fluency in Arabic and English, both written and verbal;
- Strong numerical skills and attention to detail;
- Able to read and interpret documents and communicate with others as necessary to perform job duties effectively.
- Willingness and ability to frequently travel to field sites (Unity, Northern Baher Ghazal, and Warrap States);

Position Criteria:

● Sensitivity to cultural differences and the ability to work effectively across a wide variety of cultural contexts;



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- Flexible, creative, and problem-solving oriented;
- Ability to take initiative; highly self-motivated, with a strong capacity to work within a team;
- Ability to work independently, with strong work ethics and a high level of professionalism;
- Capable of maintaining confidentiality and ensuring others do as well;
- Flexible, enthusiastic, and willing to learn from and support others;
- Excellent interpersonal and communication skills;
- Ability to multi-task, prioritize, and cope with competing demands under tight deadlines;
- Strong commitment to humanitarian principles.

To apply:

The closing date for submitting applications is **Friday, July 22, 2022**.

This position will be hired on a rolling basis. Interested candidates are encouraged to apply as soon as possible.

Please visit our website <https://www.near-east.org/careers/> to submit your application online.

Please apply by submitting the following documents in the English language:

1. Cover letter outlining relevant experience and availability
2. Curriculum Vitae
3. List of three references

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.near-east.org.

The Near East Foundation promotes Equal Opportunities for all applicants seeking employment.

Please note only shortlisted candidates will be contacted.

Pre-employment Checks

Any Employment with the Near East Foundation will be subject to the following checks prior to start date:

- A satisfactory Restricted Party Screening.



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- Receipt of satisfactory references.
 - Proof of eligibility to work in the national location for this role.

