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Approved by  
Sinspector

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:** Grant Finance Accountant  
**Reporting to:** Grants Finance Manager  
**Location:** Juba  
**Availability:** As soon as possible

### **Purpose of the position:**

To work closely with Grants/Finance Manager to ensure budget monitoring and accurate and timely preparation of monthly financial reports.

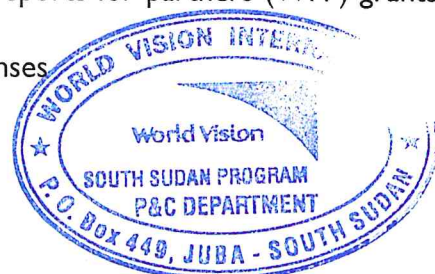
This position will primarily focus on WFP and other multilateral grants and assist with budget development & controls as well as reporting to donor s& external stakeholders

The position holder plays a key role in generation of partners and donor financial reports per donor templates. Job holder is also expected to adhere to World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

### **Major Roles and Responsibilities**

#### **Grants Financial Reporting**

- Preparation of timely and accurate monthly grants reports for partners (WFP) grants to internal and external users/donors.
- Support in tracking and processing of partners expenses



- Analyze grant expenses against the approved budgets and advise Grants Finance manager on potential risk of under/overspending through variance analysis
- Ensure and WFP grants/projects reports are discussed with the project team (partners) within the required time schedule.
- Ensure that projects annual budgets are posted in SUN6 for grants handled and partners expenses are posted in SUN 6 on time
- Work closely with Partners' accountants to be able to prepare partners monthly reports
- Work on other assignments as may be assignee by the Grants Manager from time to time

### Projects Audit and Spot checks

- Take lead in WFP and other Juba based projects spot checks
- Coordinate Multilateral external Audits (if necessary) Ensure any Audit recommendation affecting area of responsibility are cleared within 90 days after issuance of audit report (both internal & external) for WV and Partners
- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
- Maintain an adequate filing system for all financial and accounting deliverables to ensure ease of access during internal/external audit

### Reimbursable Grants

- Ensure that partners Funds are liquidated on time to avoid blockage
- Work with the Grants Finance Manager to follow up partners on pending liquidation
- Ensure Funds received are correctly recorded and booked in the system
- Work with other members from finance to able to do SAs, for PBAS commitments

### Capacity building

- Support Grants finance manager to Facilitate training sessions on grants management, general accounting, internal controls and administrative systems
- Occasionally participate in any such consortium meetings to foster compliance and to address any financial issues
- Ensure that sub-grant related processes and procedures are consistently implemented through the use of compliance checks and agreements.
- Support Grants finance manager to undertake periodic visits to the field in order to support partners and put forward recommendations for improvements where appropriate

### 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:

- Bachelor's Degree with strong academic record in Accounting/ Commerce/Finance
- Professional: CPA/ACCA Section I completed – **A MUST**
- Minimum of 3 years of experience in a finance/accounting/Grants in Manager level or equivalent role preferably with an international NGO and demonstrate ability in supervision
- Demonstrated experience in developing and managing large budgets, with preference for previous experience working in a consortium
- Technical Skills & Abilities:
- Intermediate to Advanced skills in Excel a must



- Sun-systems software desired and SUN 6 experience a distinct advantage
- Experience in managing major donor funds and subgrantee
- Working knowledge of Grants operations, finance services and practices is an added advantage.
- 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 and public
- Ability to learn new skills/systems

### **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.**

**Qualified female candidates are STRONGLY encouraged to apply**

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

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to any World Vision offices.

**Closing date for receiving applications is: 5<sup>th</sup> January, 2023**

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



**World Vision has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment).** All members of World Vision workforce have a role to play in promoting a safe and respectful workplace and should report to World Vision any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, World Vision will conduct a thorough background verification of the final candidate.