



Advertisement for Field Office Accountant, Based In Bor (Pochalla/Awerial)

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. NPA is currently implementing the Partnership for Building Resilience and Enhancing livelihoods (BREL) of conflict affected households in South Sudan and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Field Office Accountant** based in Bor covering Awerial and Pochalla operations.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. The salary for this position is Grade 4 Step I, NPA Salary Scale.

Purpose of the Position:

To provide accounting support through monitoring budgets and other administrative support for the programs which include monitoring, analyzing and maintaining financial transactions for the multiple projects; tracking revenues and expenditures, and preparing required internal and external financial reports.

Duties and Responsibilities:

- Monitors, analyzes and maintains financial transactions and accounting for projects.
- Tracking Project budgets and expenditures by funding source.
- Review data, identify errors through analysis and interpretation of data, and provide recommendations to the Finance Manager and/or Program Manager in determining corrective action.
- Preparation of donor financial reports.
- Prepare and upload budgets in accounting system.
- Ensures that expenses are posted timely and accurately in the accounting system.
- Ensures that monthly end process is done timely and accurately.
- Manages General Ledger and Subsidiary ledger reconciliations including Bank, debtors, creditors and prepayments accounts.
- Post all Accounting Transaction in Agresso system that the cash book logs on monthly basis.
- Process day to day financial transaction in Agresso system in relating field office and periodical financial reports.
- Prepared monthly Reconciliation of all Accounts in accordance with NPA policy of accounting and financial management.
- Monitor field activities for compliance with budgets for each projects.
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- Provide support during the audit and follow – ups action.

- Request Imp rest for all the projects in the field location and send to Juba for approval
- Ensure the cash ledger is balanced every month no outstanding balances.
- Checks the coding before posting Vouchers or accounting into the Agresso system.
- Assists in preparing and submitting of financial report as required for internal use by the NPA donor.
- Work hand in hand with cashiers in the field locations helping them during closure of the month.

Desired Qualifications/Skills/Experience:

- Bachelor Degree in Accounting or professional qualification like CIMA/ACCA/CIS.
- Three to five years of experience in general accounting and accounting systems.
- Experience with managing multiple grants.
- Speaks clearly and writes effectively and persuasively in positive or negative situations.
- Listens to others to effectively and efficiently share information and ideas and demonstrates an ability to build relationships within and outside the organization based on trust and professionalism.
- The ability to handle multiple tasks and assignments and prioritizes more important tasks while maintaining a good handle on others.
- Reports in a timely manner any barriers to task completion.
- Works cooperatively with others in the organization to achieve the organization's mission, values and goals.
- Good Computer Skills (Microsoft Office).
- Self-motivated and able to deliver without supervision,
- Willing to travel and work in the field.
- Good interpersonal skills.
- Strong analytical skills.
- Excellent communication skills

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Bor/Awerial/Pochalla Offices.

Applications submitted after 12:00 noon on Thursday 23rd July 2020, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.