



Plan International  
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## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT



Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has 'One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

Plan International South Sudan is **seeking to recruit a qualified South Sudanese for the following position of "Grants Accountant – Based in JUBA"**.

### POSITION 1; No. of Vacancies (1)

Job Title:	Grants Accountant
Grade	D1
Tenure	1 Year
Department	Finance
Reports to	Senior Grants Accountant
Location	JUBA

### Purpose of the Role

The post holder will ensure that the monthly reports for all grants are produced in timely manner, analyzed, shared with each budget holder and that all spending remains in line with the budget/project delivery timeline avoiding the risk of under/(over)spend on any budget lines and all costs are allocable and allowable. Ensure that all LRI are booked and credit note shared with respective NO on timely basis.

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### **I. Dimensions of Role:**

- Reports to Senior Grants Accountant
- Works in collaboration with Country Grants & Finance Manager, Heads of Department, other Accountants and implementing partners.
- Responsible for monthly and quarterly grants project reporting, ensure adherence to financial control, process and procedures of donors
- Manage donor budgets in consultation with the Senior Grants Accountant and the CGFM



### **II. Key End Results and typical Responsibilities:**

- Review of Payment/Journal voucher packages and ensure they are in line with Plan procedures/controls and aligned with donor requirements.
- Ensure timely update of grants records in SAP which include setting up accurate donor budget lines, derivations & mapping of donor project account lines to grants, updating grants quarterly budgets and facilitating grants closure processes in SAP
- Monitor Plan South Sudan's grants budget and ensure spending is in line for approved grants projects and support Program team with regular updates of grants project line item budget vs actual variance reports.
- Ensure all intercompany charges are properly authorized and passed to relevant offices timely and facilitate real time data capturing of intercompany charges to grants projects.
- Responsible with following up income from locally raised grants, data capture timeously in SAP and append income on grants.
- Ensure cost recoveries are effected timeously in grants projects in line with Plan's cost recovery guidelines
- Ensure real-time posting of entries in SAP to facilitate smooth month end and year-end process. Reviewing and reconciling regularly grants projects ledger reports for accuracy and taking timely corrective action.

### **Financial reporting**

- Ensure timely preparation of accurate donor financial reports for the Emergency Grants Portfolio and coordinate timely submission to donors /NOs after approval
- Ensure Accountability in Preparation, review, consolidation and submission of correct and complete Project Financial reports on time
- Ensure grants accounting records, which include expenditure vouchers and financial reports, are properly filed.

### **Cash and Budgetary control**

- Ensure that all payments effected have adequately funded budget lines and are properly approved by Plan Managers with delegated authority
- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the Senior Grants Accountant or CGFM
- Effectively participate in proposal development and budgeting process
- Track cost recoveries in projects monthly and timeously posting of journal entries in SAP, and consolidate cost recovery analysis reports.



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### Internal Financial Controls & Compliance

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding; Code of Conduct and the related mandatory reporting responsibilities.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Respond to grants audit queries, maintaining the Audit Action List for all internal audits and external grants audits.
- Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in SAP before project end date.

### Partner and Field Support Visit

- Training of communities in financial and record maintenance and facilitate Community & Partner training in financial management as and when required.
- Verification of direct benefits distribution to communities
- Project support visits to Partners, Plan PU and field offices, verify on site, ensure project implementation is in line with donor requirements and share project visit reports with Project Managers, and line Managers.
- Participate in partner financial management capacity assessments
- Review outstanding grants funded partner advances, and follow-up for prompt liquidations

### Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

### Dealing with Problems/Risks

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

The position involves a high degree of complexity in resolving a wide range of challenges, which typically occur in donor financial reporting, donor budget management, and corporate finance systems, which include:

- Ability to analyse data and draw conclusions thereof – mainly for donor budget management and reporting
- Regular review of control processes to minimize financial risk to the organisation
- Audit planning and audit action implementation skills to help improve financial controls around donor funds management

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- Ability to work independently with minimal supervision
- Working in partnership with different organization culture and ensure project results are achieved timely without compromising with quality
- Managing donor grants with strict reporting deadlines
- Working effectively in multiple communities and environments
- Operating in remote areas and with vulnerable communities
- Appreciation of child rights and gender equality



## Communications and Working Relationships:

### Internal

- Senior Grants Accountant
- Country Grants & Finance Manager
- Project Managers
- PIAMs & Department Heads
- Field office financial management, documentation and capacity building
- Compliance and Risks Management Unit
- Global Assurance Team
- Programmes Team
- Technical Experts
- Other Plan staff

### External

- National Offices and donors for grants financial reporting and compliance
- Partners for advance management
- Service providers for tax management

## Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

### Knowledge

Successful candidates will possess;

- A University degree in Accounting or a professional qualification such as CPA, ACCA or equivalent
- At least 3 years' experience in a similar role in an INGO environment specifically with UNICEF Funded projects
- Excellent knowledge of grants management in complex environments
- Good speaking, writing and understanding of English Language.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development
- Strong knowledge in the use of SAP and other Accounting Corporate software
- Advance level skills in computer Usage-Excel, PowerPoint and E-mail systems

### Skills

- Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels

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- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.
- Documentation reviewing skills for effectiveness and time saving
- Excellent Personal Computer skills in Microsoft Applications
- Good management skills and analytical skills
- Communication skills, appropriate to the audience and able to solve problems
- Proficient in computer skills and use of relevant accounting software packages

## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

### Physical Environment

This post is based in Juba, which at present is a normal operational environment. However, the post-holder must be willing to travel at least 70 % of the working time and in difficult terrain under managed security situation. The position requires a lot of field travels; 70% field work visit where by 50% Rumbek field office, 20% Torit and Pibor Field offices and 30% at the Country office.

### Level of Contact with Children:

**Mid contact:** Medium interaction with children and their families

### Employment of Relatives:

Plan International South Sudan is an equal opportunity employer; however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

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**Application Submission Details:**

All applications marked on the right hand corner of the envelop “Application for the Position of **GRANTS ACCOUNTANT-JUBA** should be addressed to:

The HR & OD Business Partner  
Plan International South Sudan  
Juba, Hai Jerusalem.

All Applications should be submitted in hard copies to Plan International Country Office in JUBA.

**OR You can** send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on **Friday, 17<sup>th</sup> December 2021**.

**Note:** Applications submitted are non-returnable.

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.*



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