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Approved by  
Inspector of Labour  
3/07/2023

<b>Job Title:</b>	<b>Project Accountant (Multi-Sectoral Project)</b>
<b>Job Location:</b>	<b>Juba – South Sudan</b>
<b>Reporting to:</b>	<b>Head of Finance</b>
<b>Starting Date:</b>	<b>3<sup>rd</sup> July, 2023</b>
<b>Closing date:</b>	<b>31<sup>st</sup> July 2023</b>



**Pending Donor final Approval**

### **INTRODUCTION:**

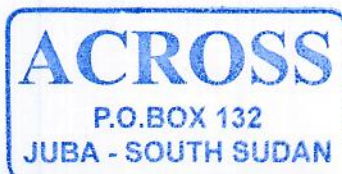
ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities including persons living with disabilities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is searching for a competent, knowledgeable, skillful and qualified South Sudanese for the position of Project Accountant for the anticipated CBM Germany, BMZ co-funded projects.

### **Main Job Purpose:**

The Project Accountant's primary responsibility is to support the project team regarding contract modification, payments, reports, and any other duties related to the project and to ensure Budgets, payrolls and Financial Reports are error free and in compliance with International Accounting Standards and ACROSS operational procedures.

### **ESSENTIAL FUNCTIONS**

- Manage all accounting related functions for the CBM project funded by BMZ Germany.
- Assist project teams with any questions or needs related to the accounting department.
- Manage invoices, payments, and compliance for assigned projects.
- Understand compliance requirements for assigned projects.



## **RESPONSIBILITIES**

- Process vendor invoices accurately and within assigned timeline.
  - Process contractor payments accurately and within assigned timeline.
  - Collect and track compliance documents.
  - Generate reports including Payroll, A/R, Contract Status, and Job Cost.
  - Input owner billings in Sun System.
  - Job cost report modification.
  - Other related duties as assigned or needed.
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## **MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

### **a. Education:**

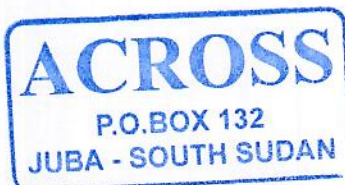
- Bachelor's degree in accounting or related field, ACCA, CPA would be an added advantage.

### **b. Work Experience**

- Minimum 2 years prior experience working as an accountant or bookkeeper.
  - Experience in Humanitarian context preferred.
  - Proficient in data entry, accounts payable, accounts receivable and vendor payments.
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## **PERSONAL SKILLS/ATTRIBUTES REQUIRED:**

- Microsoft Office
- Sun Accounting or related Accounting Package
- A committed Christian of good character and values.
- Excellent interpersonal, communication and negotiation skills.
- Ability to tolerate and accommodate people with diverse backgrounds at workplace.
- Meticulous, with good attention to details.
- Good planning, analytical and organizational skills
- Commercial awareness and good all-round business skills.
- A high standard of numeracy to analyse facts and figures.
- Comfortable leading negotiations and networking.
- Confident making important decisions.
- Ability to cope with the pressure of demanding targets and tight deadlines.
- Tact and diplomacy.



**If you believe you meet the above qualifications, please send us soft copies of your Curriculum Vitae (CV), copies of relevant Academic documents, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) in one file document or deliver hardcopy to ACROSS Main Office in Juba.**

**Important to Note:** ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- **Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.**
- The position is open only to South Sudanese with professional and technical skills in multi-sectoral projects accounting management.
- Only shortlisted candidates will be contacted.
- Applications once received are NOT Returnable.



**End**

