



JOB VACANCY

Vacancy opening	Accountant
Position open for:	South Sudanese Nationals only
Advertisement date:	18 th Nov, 2021
Duty Station:	Juba
Reports to	Finance Manager
Number needed	01
Duration of contract	Six months with possibility of extension
Start Date	ASAP
Closing date:	8 th Dec, 2021



JOB SUMMARRY

Support the Finance Manager in ensuring that the financial administration and accountancy of HCI is complete and accurate. Assists in ensuring that financial supporting processes are running effectively and efficiently to enable programme staff and partners to carry out the projects, to report to donors and to enable head office to have a timely and transparent insight into the financial status, risks and forecast of the organization programme

The Accountant reports hierarchically and functionally to the Finance Manager. This position maintains a functional line regarding finance issues with the project staff and other coordination staff

MAIN RESPONSIBILITIES

- Ensures adherence to HCI financial management policy and guidelines
- Ensures accurate and correct bookkeeping and other financial records and its timely compilation into monthly financial report for Head Office (HO)
- Manages all banking matters including incoming and outgoing transfers and bank relations ensuring that the bank mandate is always up-to-date with signatories
- Effectively monitors cash-flows to by reviewing bank statements and cash counts on a weekly basis to ensure that there is always sufficient funds in the project country
- Review monthly bank reconciliations and report any inconsistencies;
- Review bookkeeping from the projects and finance assistants to ensure accuracy and completeness of transaction.



- Ensure that vouchers for all locations are accurately completed, properly filed and archived in Coordination Office
- Support the finance staff in coordination or project locations by providing technical assistance on finance matters
- Perform audits of bookkeeping for project locations, and providing feedback and guidance on weak areas to ensure high quality financial output
- Draft budgets and forecasts for coordination and projects.
- Assists in monitoring the utilization of the budgets by drafting monthly budget follow up reports
- Prepares the draft donor and financial reports as required
- Prepares monthly balance specification as well as Budget Follow Up reports
- Review and understand all budget guidelines and instructions of various donors. Ensure compliance with all donor financial procedures and guidelines for audits, prepare for financial donor audits and annual audits
- Monitor individual budget lines and alert budget owners and project team about any significant over- or underspending or problematic spending practices
- Assists in drafting proposal development for donors to ensure proper budgeting and reporting;
- Actively involved in the preparation of quarterly reports, and annual financial statements

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED

- Minimum of Bachelor's degree from a recognized university or college in **accounting** or a related field. Part Qualifications in professional courses such as **ACCA** and **CPA** is an added Advantage.
 - A minimum of 2 years of relevant working experience in the finance department, preferably with an NGO and candidates with similar qualifications or related fields in the Public/Private sector are also encouraged to apply.
 - Technical Knowledge of Financial Management
 - Experience in implementing organizational policies and procedures
- (a) Good communication skills
 - (b) Eye for detail, high level of accuracy
 - (c) High level of Microsoft excels skills
 - (d) Cost-conscious to reach financial targets and guard budgets
 - (e) Knowledge of safety rules
 - (f) Flexibility, reliability and trustworthiness
 - (g) Oral and written Arabic and English skills
 - (h) Ability to effectively present information and respond appropriately to questions



Commitment to the vision and goals of Humanity Care Initiative is essential.

**HUMANITY
FOR
ALL**



HUMANITY CARE INITIATIVE

Note: *Female candidates with the right expertise are preferred and highly encouraged to apply.*

How to apply:

Cover Letter along with an updated CVs with details of **three most recent referees**, copies of certificates and National ID to be submitted via recruit.hciss@gmail.com. The position "ACCOUNTANT" must be clearly indicated in your *subject line of email*.

Humanity Care Initiative values your applications; however, only shortlisted candidates will be contacted.

