



50-3-H
Approved by
Inspector
MoL



JOB ADVERTISEMENT

Accounting assistant

Duty station: **South Sudan, Juba based**

Date Issued: 29th December 2021.

Closing date: **17th January 2022.**

Category: **Level: B-3 Gross salary 915 USD.** National staff posting (**for South Sudanese only**)

Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 35 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

MISSION

Goal/Purpose:

The accounting assistant supports administrative (Finance/HR) coordinator and in processing SI's accounting operations on a mission.

He/she is one of those charged with ensuring that SI rules and procedures regarding commitment and follow up of expenses are followed at the base level as well as at the coordination level.

He/she offers administrative support to administrators and teams on all matters relating to accounting.

JOB

List of main activities:

Team management

- Participate in training the administrative teams
- Ensure that field admin assistants are trained
- Verify the coordination base's accounting

Financial, accounting and budgetary management



- Carry out preliminary budgetary controls to be forwarded to the administrator and regularised

Management of the mission's accounting

- Check with the HR department that the personnel database is complete and up-to-date (PIT payment, severance and Gratuity Follow up)
- Allocate invoices for expenses from/for other missions (inter-mission expenses)
- Centralize the accounting for different bases within SAGA
- Verify the accounting for the different bases (description, accounting codes, analytical codes, monthly exchange rate)
- Carry out a systematic monthly check of advances from each cash box (matched and unmatched)
- Carry out transaction matching at a mission level
- Carry out physical checks of supporting documents received from the bases
- Check cash box inventories and bank reconciliations for each Balzac
- Ensure that the monthly accounting documents are compiled and sent to the headquarters: (accounting board, cash box inventories, bank reconciliations) after validated by Admin Coordinator
- Integrate the exchange rates sent by the headquarters into SAGA every month
- Monitor the monthly allocation of Paris costs incurred by the headquarters within SAGA (ABX)
- Send SAGA to bases following monthly integration at the headquarters
- Monitor voucher creation at bases level and the monthly return of base documents to the coordinating level
- Verify vouchers and other accounting documents to be sent to the headquarters regularly
- Supervise the semi-annual analytic closure and the annual accounting closure with the administrative team, under the supervision of the support coordinator (expenditure incurred, analytical and budgetary allocation, leave balances, donations in kind, equipment assets etc.)

Administrative HR management

- Verify monthly payment operations (Balzac VX)
- Ensure that taxes are paid to the authorities on timely basis

Administrative management of the mission

- Ensure physical and IT archiving, as well as securing accounting documents
- Conduct the quarterly mailing of accounting archives to headquarters after internal inspection

Reporting/communication

- In conjunction with the administrative coordinator, monitor whether accounting documents are consistent with interim and final financial reports
- Ensure that declarations and payments of taxes and contributions are made to the relevant organizations
- Prepare and assist with audits or possible inspections

ORG CHART POSITION (reporting and functional relationships)

Line manager: Administrative coordinator





Line report(s):
Functional manager: -
Functional report(s): Log/admin bases

PROFILE	<ul style="list-style-type: none">• Degree in Accounting• Previous experience of 2-3 years in similar position in INGOs/NGOs• Good communication skills and the ability to work well in a team.• Good level of English (both written and spoken),• Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.• Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.• Knowledge in SAGA accounting software is an added advantage
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Working hours: **From Monday to Friday 8:00-17:00.** As an executive job, some flexibility can be expected from the employee.

Please submit your CV, cover letter, **photocopies** of diplomas, certificates of employment as **one (1) attachement** to: juba.adm.recruitment@solidarites-southsudan.org Or hand deliver to SOLIDARITES INTERNATIONAL OFFICES in JUBA.

Note!

1. **Subject of the email MUST clearly mark the position** you are applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant
3. Deadline is: **17th January 2022** however due to emergency nature of the position shortlist will be done on rolling basis, position can be filled before the deadline, any application sent after this date will not be considered.

"Women with the required skills are highly encouraged to apply".

