



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



Vacancy Advertisement
ICRC – South Sudan

FUNCTION: ACCOUNTANT 1
PLACE OF EMPLOYMENT: BOR

PURPOSE

Accountant 1 is in charge of preparing, reconciling and analysing the accounting records and financial reports of the delegation/other structure under his/her responsibility.

FUNCTION DESCRIPTION

- Prepares various financial reports upon requests from other departments; analyses certain field expenses, proceeds with the follow up and proposes corrective measures.
- Ensures accuracy and completeness of accounting transactions in accordance with financial procedures.
- Monitors the accounting receipts and checks potential fraud. In case of suspected fraud, discreetly advises the supervisor. Identifies anomalies or other issues and reports them to his/her supervisor.
- Ensures that invoices for payment received have complete documents (Purchase Orders, Selection Table).
- Verifies validity of invoices and checks that all supporting documents, codes (accounts, cost centres and objectives codes) and required approvals are correct before submitting to the supervisor for signature.
- Makes timely and accurate recording of financial transactions in the accounting software by respecting the existing tools and templates (Charts of accounts FS HQ and local tables, etc);
- Analyses list of Accounts for Reconciliation and Confirmation and sends to Finance Manager for review;
- Participates in monthly closing activities, performs various analytical, quality checks and makes correction.

MINIMUM REQUIREMENTS:

- Completed secondary and vocational training.
- Certificate in accounting or equivalent higher education in Business Administration, Finance, Accounting Economics or similar field.
- Advance conversation in English and Arabic.
- Computer proficiency.
- 2-3 years' work experience in finance, accounting, bookkeeping, bank industry, administration.
- Experience of international organizations is an asset.
- Sound knowledge of accounting software.

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

HOW TO APPLY

Please submit in English to ICRC offices in Juba, Malakal, Eientiu, Wau, Bor, Rumbek, Akobo and Yei or email: brx_recruitment_services@icrc.org until Tuesday, 23rd February 2021.

1. Motivation letter setting out why you are the suitable person for this role.
2. CV

Please clearly mark the position title and your name in the subject title of your email.

Only short-listed candidates will be contacted. Applications submitted will not be returned.

Approved by Labour office
[Signature]

