Approved

RELIEF & REHABILITATION COMMISSION (RRC)
19 OCT 2025
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MAGWI COUNTY
OFFICE OF DEPUTY COORDINATOR (RRC)

DROP IN THE BUCKET · WATER · SANITATION · EDUCATION ·

Accounts Assistant – Bookkeeping
BASED IN NIMULE, SOUTH SUDAN

Background:

Drop in the Bucket is a registered international NGO that has been operating in East Africa since 2006. We work directly with underserved and marginalized communities in Uganda and South Sudan.

Our programs in South Sudan support education and women's health, including scholarships, support for schools and girls, maternal health, community health education, and other activities designed to strengthen communities and improve access to essential services.

DROP is actively seeking an enthusiastic, qualified and experienced candidate who is committed to our vision, mission and values to fill the opening of:

Job Title: Accounts Assistant – Bookkeeping

Position Type: Full-time National Staff

Department: Finance

Location: Nimule, South Sudan

Reports to: Finance Manager & Program Manager

Reporting Date: November 1, 2026

Job Summary

We are seeking a reliable and detail-oriented Accounts Assistant – Bookkeeping to support the financial administration of DROP's programs in Nimule.

The Accounts Assistant will be responsible for maintaining accurate and well-organized financial records, supporting bookkeeping and financial reporting, organizing supporting documentation, and ensuring that expenditures are properly documented and accounted for.

The position will work closely with the Education and Women's Health program teams and the Finance Manager to ensure that financial records and supporting program documentation are complete, accurate, properly filed and readily available for review and audit.

Duties and Responsibilities

1. Bookkeeping and Financial Records

- Maintain accurate and up-to-date financial records for DROP's activities in Nimule.
- Record and organize financial transactions and supporting documentation.
- Maintain organized records of program expenditures and accountabilities.
- Ensure all financial transactions are properly documented and supported by appropriate receipts and approvals.
- Assist with monthly bookkeeping and financial reconciliations.
- Track program expenditures against approved budgets and funding requests.
- Maintain clear records of funds received and expenditures made for program activities.

2. Financial Documentation and Filing

- Collect, review and organize receipts, invoices, payment documentation and other financial records.
- Ensure supporting documentation is complete and properly filed.
- Maintain an organized finance filing system so that records can be easily accessed when needed.
- Ensure financial documentation is appropriately linked to the relevant program activity and expenditure.
- Maintain complete files for Education and Women's Health program expenditures.

3. Program and Financial Accountability

- Ensure that financial expenditures are supported by appropriate program documentation.

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- Organize beneficiary registers, attendance records, activity reports and other supporting documents together with the relevant financial records where required.
- Work with program staff to ensure that financial and narrative documentation is complete and consistent.
- Follow up on missing receipts, accountabilities or other required documentation.
- Assist in preparing documentation for monthly financial reporting.

4. Reconciliation and Reporting

- Assist the Finance Manager with monthly reconciliation of financial records.
- Review expenditure records and identify missing or incomplete documentation.
- Prepare information required for monthly expenditure reports.
- Assist with tracking outstanding staff and program accountabilities.
- Provide timely financial information to the Finance Manager for review and follow-up.

5. Audit and Compliance

- Maintain complete and well-organized files for internal and external audits.
- Provide supporting documentation requested by the Finance Manager or auditors.
- Ensure financial records are maintained in accordance with DROP's financial policies and procedures.
- Support the Finance Manager in responding to audit and financial documentation requests.

6. Coordination and Communication

- Work closely with the Education and Women's Health program teams to ensure financial documentation is complete and timely.
- Communicate regularly with the Finance Manager regarding financial records, missing documentation, accountabilities and other finance matters.
- Maintain confidentiality of financial and organizational information.
- Support other finance-related duties as assigned by the Finance Manager.

Qualifications / Requirements

- Diploma or degree in Accounting, Finance, Bookkeeping or a related field.
- Previous experience in bookkeeping, accounting or financial administration.
- Experience working with an NGO or other organization with multiple program activities is an advantage.
- Experience maintaining financial records and supporting documentation.
- Experience with accounting software or financial management systems is an advantage.
- Excellent computer skills, including Microsoft Office.
- Strong organizational skills and excellent attention to detail.
- Good numerical and analytical skills.
- Good written and verbal communication skills in English.
- Ability to maintain confidentiality and handle financial information responsibly.
- Ability to work independently, prioritize tasks and meet deadlines.
- Ability to work effectively with people from different backgrounds.

Competencies Needed

- Keen eye for detail and accuracy.
- High level of honesty and integrity.
- Reliable and accountable.
- Self-motivated and proactive.
- Strong organizational and record-keeping skills.
- Good problem-solving skills.
- Willingness to learn.
- Ability to work independently while also being a team player.
- Ability to communicate clearly and follow up on outstanding issues.
- Commitment to DROP's mission, values and work with underserved communities.

Application Process

Those who meet the requirements should submit a **one-page cover letter and CV (no more than 4 pages)** with details of their qualifications and work experience, including **three professional references**.



All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications should be sent to: **jobs@dropinthebucket.org**

Deadline: October 15, 2026

Please Note

1. DROP is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

We encourage you to visit our website: www.dropinthebucket.org for more information about our work