



## **JOB ADVERTISEMENT**

**VSF-BELGIUM** is a recognized developmental International NGO founded in 1995 working with disadvantaged communities to increase their standards of living, improve food security and livelihood sustainability through improved animal health and animal production. In East Africa, our programmes focus on community based animal health services, capacity building of local institutions and governments, conflict mitigation and sustainable natural resource management.

<b>Position Title</b>	<b>Project Accountant</b>
<b>Duty Station</b>	<b>Rumbek, South Sudan</b>
<b>Duration:</b>	<b>1 Year, renewable</b>
<b>Availability:</b>	<b>Immediately</b>

### **ROLE**

Responsible for accounting, and office administration for the VSF Belgium Rumbek office in line with the organization's policies and procedures.

### **CONTEXT**

VSF B is looking to recruit a highly motivated individual who is capable of managing a multi disciplinary team and delivering timely project outputs. VSF Belgium has been implementing community base Livestock development programmes. The overall objective is to improve livelihoods of vulnerable pastoral communities in the ASAL arrears through enhanced livestock production, increased access to water, marketing systems and peace building initiatives

### **MAIN DUTIES AND RESPONSIBILITIES**

- Ensure compliance to donor regulations and that VSF Belgium financial controls, policies and procedures are applied in all financial transactions.
- To ensure all the financial transactions and payments are conducted professionally recorded accurately and promptly within the budget lines provided.
- Prepare cash forecasts and projections and ensure effective cash flow for implementation of projects.
- Ensure that all accounting records are complete and financial reports as per regulations given are prepared and submitted on time.
- To advise the Country Programme Manager Sudan and Project Manager(s) on balances and budget line expenditures for EC Lakes project in order to ensure efficiency in planning field activities.
- Provide support to logistics department on procurement and accounting against appropriate budget lines.
- Travel to field locations for stock taking, assets verification exercises.
- Review expenditures relating to all accounting documents for accuracy and consistency with donor regulations.
- Management of bank accounts, petty cash and disbursement of funds as per VSF Belgium and donor regulations
- Coordinate the implementation of internal audits the project and participate and assist with any external audit.
- Follow-up on finance queries with the Regional office in Nairobi and ensure timely response to all finance concerns.
- Support the Country Programme Manager Sudan and Project Manager(s) with budget preparation and forecasting.
- Co-ordination with other members of the VSF Belgium services team in South Sudan and Regional Office Nairobi.

- Ensuring proper administration of the Rumbek office.

## **Essential or MINIMUM REQUIREMENTS**

### ***Education***

- University degree in Commerce – Finance or Accounting option
- Certified Public accountant.
- Relevant administration qualifications

### ***Knowledge and experience***

- Minimum 4 years experience in accounting with administration exposure in a busy office.
- Working experience with an INGO will be an added advantage.
- Experience of working in other countries is an advantage
- Experience and competence in use of Microsoft packages especially Advanced Excel and Word software packages
- Experience in the use of one or more accounting software packages.
- Knowledge of donor rules and regulations i.e EC, EU
- Experience in accounting in different currencies
- Knowledge and experience with the international Accounting Standards( IAS)

### ***Skills***

- Planning
- Accuracy
- Computer literacy with very good MS Excel skills.
- Ability to work independently, under pressure and meet strict deadlines
- Fluency in written and spoken English.
- Fluency in written and spoken Arabic would be an added advantage.
- Good interpersonal and communication skills
- Good writing and presentation skills

### ***Attitudes***

- Team player
- Flexible
- Attentive to details
- High integrity and takes initiative
- Identify him/herself with the mission, vision and values of VSF-B
- Display of intercultural sensitivity and respect in dealing with others

## **DESIRABLE requirements**

- Fluency in written and spoken Arabic is an advantage.
- Experience of working in Southern Sudan is an advantage

Please hand deliver your application letter (reference “ FSRP Accountant ”), CV and 3 references (one must be your current employer) to VSF B Juba , Stadium Road, Hai Malakal, or send **by e-mail** to [recruitment@vsfb.or.ke](mailto:recruitment@vsfb.or.ke) on or before 2<sup>nd</sup> September 2011

This vacancy is open to Sudanese male and female candidates only. Applications from qualified women candidates are encouraged. Only short listed candidates will be contacted. For more information: [www.vsfb-belgium.org](http://www.vsfb-belgium.org)