

## **FIELD OFFICE ACCOUNTANT**

### **Background**

Malaria Consortium (MC) is a British registered charity ([www.malariaconsortium.org](http://www.malariaconsortium.org)) specialising in communicable disease control programmes. In the Republic of South Sudan MC provides support to the Ministry of Health (MoH). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen the quality of care provided by health facilities. In the past year we have also begun implementation of community-based programmes focussing on controlling key childhood illnesses. Our current programmes are focussed on treatment of diarrhoea, malaria, pneumonia, and severe acute malnutrition.

### **Location**

The position is based in Northern Bahr el Ghazal and will report to the Area Coordinator in Aweil and the Country Finance Manager in Juba. The successful candidate will provide a full accounting service to the field office and report all transactions to the South Sudan Country office (in Juba) accurately and in a timely manner. Subject to approval, the Finance Officer will also provide finance support to a satellite base elsewhere in NBEG.

### **Duties**

The successful candidate will be responsible for the following duties:

#### **1. Finance work:**

- Calculate and request the field office's monthly cash needs with the Area Coordinator with the objective of minimising month end cash and bank balances, whilst at the same time having adequate funds available for operational needs;
- Arrange for timely bank transfers to the field office and ensure proper accounting of transfers;
- Working with the HR department prepare the field office's payroll and ensure statutory requirements are met;
- Check correct procedures are followed for all transactions;
- Check the accuracy of the transactions of the field office;
- Prepare the monthly return to submit to the Management Accountant within three days of the month end, including bank reconciliation and petty cash count sheets;
- Review the coding of the field reports with budget holders;
- Prepare the bank reconciliations for the field office and follow up on any outstanding items;
- Close the field books of accounts monthly according to the timetable;
- In charge of keeping Petty cash using imprest record, making requisitions and issues as approved by an authorised MC personnel;
- Count Petty Cash on a monthly basis with appropriate person;
- Post into the General ledger all petty cash vouchers;

**2. Operations related work:**

- Be responsible for travel advances to project managers, consultants and/or any other staff travels and reconciliation of the same on return and chasing up for trip reports;
- Assist in issuing payments to trainers, facilitators and consultants both in-house and in the field when there is staff shortage in OMS.

**3. Administration:**

- Actively attend and participate in regular team meetings.
- Assist with other activities as needed or requested for the good functioning of the Office and Programme activities.

**Experience, skills and qualifications**

*Essential*

1. Bachelor degree in relevant subject
2. Minimum of one year's experience in a finance position
3. Strong ability to be able to manage and prioritise multiple tasks

*Desirable*

1. Studying for a recognised accounting qualification (e.g. ACA, ACCA, AAT or CIMA)
2. Knowledge of NGO sector
3. Working knowledge of accounting software
4. Good attention to detail
5. Computer skills with proficiency in Microsoft excel

**Female applicants who meet the above requirements are strongly encouraged to apply.**

<b>Package:</b>	Competitive NGO salary and benefits.
<b>Contract duration:</b>	1 Year (with 3-month probation)
<b>Contact Details:</b>	CVs can be handed into the Malaria Consortium Office, Ayuang, Aweil Town or emailed to <a href="mailto:m.ahern@malariaconsortium.org">m.ahern@malariaconsortium.org</a>

**Application Deadline: Friday 16<sup>th</sup> September 2011**

**Only successful applicants will be contacted for an interview. If you do not hear from us please consider your application unsuccessful.**