



JOB VACANCY

DESIGNATION: ACCOUNTANT (1 POST)

DUTY STATION: JUBA, SOUTH SUDAN

ORGANISATIONAL DESCRIPTION:

AVSI is an International NGO which has been operating in South Sudan since 2004, implementing medium to long-term sustainable health, education & child support, water & sanitation, food security and emergency relief programmes in many areas of South Sudan.

JOB PURPOSE:

AVSI is now seeking to recruit a suitably qualified and experienced Accountant to assist with Administration department related duties. The successful candidate will be based in Juba, South Sudan.

SPECIFIC RESPONSIBILITIES:

- Review and verify payments requests and their supporting documents for accuracy, legality and conformity to organization's and donor policies and procedures.
- Ensure proper and accurate coding of transactions in conformity with organization's policies and procedures.
- Maintenance of books of accounts and records of all expenditures and revenues.
- Preparation of accurate periodic financial and management accounting reports.
- Review project budgets, prepare analysed budget comparison reports, and make suggestions and recommendations.
- Offer technical support and training to local partners and project holder's accounting personnel.
- Making monthly bank reconciliation of allocated bank accounts by the supervisor.
- Offer technical support and training to field office staff.
- Any other duty assigned by the supervisor

REQUIREMENTS

- The applicant should have a Bachelor of Commerce (B.Com) degree or Bachelor of Business Administration (BBA) degree with a bias in Accounting or the equivalent qualification from a recognised Institution.
- Degree holders (B.Com & BBA) with part-qualification in professional accounting courses like ACCA, CPA, etc will have an added advantage.
- Must have at least 3 years of working experience preferably in an NGO environment.
- Must be computer literate, with working knowledge of MS Word and MS Excel. Knowledge of Navision Accounting software will be an added advantage.
- The person must be able to work under minimum supervision and be a fast learner.
- Holding South Sudanese nationality will be an added advantage.

Application:

Application letters, accompanied with updated Curriculum Vitae (CV) indicating 3 referees, plus copies of relevant certificates, should be addressed to:

AVSI South Sudan and AVSI Uganda

e-mail: gabriele.erba@avsi.org and kampala@avsi.org

Applications may also be dropped in person at AVSI Juba Office in Ustratuna Compound or AVSI Kampala Office in Ggaba road Plot 1119.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 5.00 P.M, WEDNESDAY, **29TH FEBRUARY 2012.**

Note: Only short listed candidates will be contacted for interviews.

POSTING DATE: 14TH FEBRUARY 2012