



**Job Title:** Accountant  
**Department:** Finance  
**Location:** Juba  
**Reports To:** Finance Manager

50-4-3  
MOL-RSS  
Approved  
09 DEC 2021  
12/2/21

Science Teachers Initiative (STI) is a registered International Non-Government Organization (INGO) with aims and goals to improving the quality of education in Africa and to promoting the use of scientific knowledge, innovation, and research in solving socio-economic challenges through, developing practical reading/learning materials, promoting numeracy and literacy, retooling teachers in practical science teaching through provision of science kits and mini laboratory for primary and secondary education and increasing access to inclusive quality basic education and education in emergencies, provision of quality inclusive Pre-primary education. STI works closely in partnership with the Ministry of General Education and Instruction, and the National Curriculum Development Centre (NCDC) to improve the quality of education,

### **PURPOSE OF THE JOB**

The Accountant will assist the field office in management and stewardship of Science Teacher's Initiative South Sudan resources. She/he will actively participate in budgeting and cash flow management, stewardship and management of organization resources, compliance management and internal control systems, and financial tracking and reporting. Other duties may be assigned by the Finance Manager.

### **ESSENTIAL TASKS AND RESPONSIBILITIES**

#### **Key Result 1: Budgeting and cash flow management- 25%**

- Assist the FM in implementation, monitoring and evaluation of program and project budgets in full compliance with Science Teachers Initiative South Sudan policy, government and donor regulations.
- Support project staff to prepare, monitor and control projects budgets, ensuring that the primary responsibility of budget preparation remains with Area program officers, sector advisors and project officers.
- Assess APO and project cash requirements and facilitate cash disbursement and documenting disbursals in accurate and timely way.
- Responsible for the safety and efficient operation of petty cash and bank accounts in Bor office ensuring that there is optimum cash management.
- Ensure accountability of Program Advances according to policy guidelines.

#### **Key Result 2: Stewardship and management or organization resources- 20%**

- Assist the state coordinator in oversight over organizational resources, including asset control and cost effective use.
- Assist in implementation and monitoring of approved internal control system and ensure area program resources are used effectively and efficiently.
- Ensure that assets are safeguarded and used properly. This will include pro-actively providing input and feedback on ways to strengthen existing controls while minimizing the administrative burden.
- Monitor procurement processes at country office and ensure that procurement is done in a way that the organization obtains quality, competitive and timely goods and does so in compliance with government and donor rules and regulations.
- Ensure good relationship between Country Office and suppliers and maintain a credible list of suppliers.
- Participate actively in quarterly review meetings with project officers to review the financial reports and project financial status and variance report.

**Key Result 3: compliance Management and Control systems- 25%**

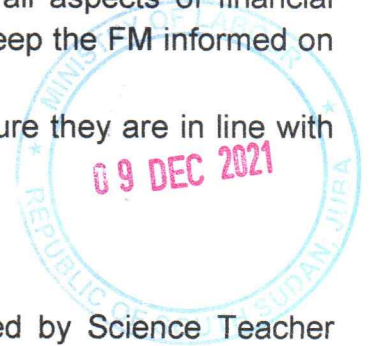
- Develop a thorough understanding of the grants received and the terms surrounding them and ensures Science Teachers Initiative policies and procedures, donors and government regulations are complied with consistently.
- Assist in liaising with Banks and other relevant institutions in all aspects of financial management of Science Teachers Initiative South Sudan and keep the FM informed on all action and progress.
- Check and verify all payments relating to procurement and ensure they are in line with the relevant grant budgets and agreements.

**Key Result 4: Financial Tracking and Reporting -30%**

- Prepare journals and oversee accuracy.
- Ensures that the minimum levels of documentation as required by Science Teacher Initiative policy are met or exceeded and that financial documents are well coded, processed and filed in a safe location.
- Consistently review the cash flow position and inform FM on financial situation or position of the project.

**COMPETENCIES**

- ***Innovation:*** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of Science Teachers Initiative's performance and meeting objectives, results and global commitments.
- ***Accountability:*** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Science Teachers Initiative's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.



- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly
- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices in a constructive and collaborative manner

## EDUCATION AND EXPERIENCE

- Must have a degree or Diploma in Business Administration (Accounting) or Bachelor of Commerce (Accounting) from a recognized and certified institution or university.
- 4-6years' experience in a similar or senior finance position with an International NGO preferably.
- Practical experience in using a wide range of accounting software including V5.3.1.3 Sun systems, Vision XL and Vision Executive on hand and fluent operation level.
- Proven expertise with USAID/UN/OFDA/DFID /EU/World Bank rules and regulation on Procurement and Financial Management.
- Must have a proven knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and internal controls.

## LANGUAGE SKILLS

Proficiency in spoken and written English, knowledge of Arabic language.

### **How to Apply:**

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents, national ID cards and any other relevant documents, 4 professional references (three of which must be current or former direct supervisors) with details of their daytime

Telephone contacts and email addresses: [recruitment@scienceteachersinitiative.org](mailto:recruitment@scienceteachersinitiative.org) not later than December 30<sup>th</sup>, 2021

We are an equal opportunity employer and Female Candidates are strongly encouraged to apply.

Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable. This position is open to South Sudanese national only.



This position is only for South Sudanese Nationals  
**ACKNOWLEDGEMENT OF RECEIPT**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_