



Vétérinaires  
Sans Frontières  
Germany

## VACANCY ANNOUNCEMENT

### Field Accountant (1 Position)

#### Position Summary

Department	Admin
Country	South Sudan
Duty Station	Fangak, South Sudan (with 100% field based with travel to Pigi/Canal)
Expected Start Date	1 <sup>st</sup> August 2026
Duration of Contract	12 months renewable depending on performance
Reporting to	Project Manager
Contract Type	This is a National Position

#### Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, marketing, and food safety, VSFG works towards food security and strengthened livelihoods of pastoralist communities. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Uganda and Somalia.

VSF Germany seeks to recruit qualified and well experienced staff for the position of **Field Accountant (1 Position)**. To be based at VSF Germany office at the field **location Fangak and Pigi/Canal (100%)**, South Sudan. The holder of this position will have an overall environmental and social safeguards oversight for all projects implemented in South Sudan Country Program under VSF Germany.

Determined by the level of experience as assessed during the recruitment process. **Female candidates are highly encouraged to apply.**

#### Principal Duties and Responsibilities

The Field Accounts is mainly responsible for checking and endorsing payments and receipts, preparation of vouchers for payments and receipts, preparation of journal vouchers, posting, summarizing all financial documents and follow up of settlement of advance payments.

#### Key areas of responsibility

- Control budgets based on donor's regulation and internal organizational policies.
- Ensuring adequate supporting documents are maintained for every transaction processed at field office.
- Reviewing and/or Preparing Payment Vouchers for daily expenditures and Posting on cash book record on timely manner.

- Review and check correctness of budget line expenditures on project financial reports on regular basis.
- Preparing timely Cash requests at Field Level on monthly basis.
- Ensuring every single transaction is recorded on the accounting system for completeness of records
- Ensuring accuracy of transaction recorded both on hard copy and soft copy for error free reports.
- Maintaining and follow up on Field Procurements Procedures as per the VSF Finance Manuals.
- Ensure all requirements are done as per the VSF Finance Manuals during staff travel.
- Reconciliation of Cash in safe against petty cash Summary Form records.
- Processes posting of cash and Cheque payments explaining nature of transactions as brief and descriptive as possible.
- Follows up timely settlement of advance payments in general and per-diem advances in particular. Reports overdue settlements to project manager.
- Analyzes balances in receivable and payable accounts on a regular basis.
- Summarizes employment income tax deductions, pension and withholding tax deductions on monthly basis.
- Prepare and effect Per-diem Payments for Staff and training/meeting Participants in accordance with internal procedures.
- Administrative processing and maintaining proper records of related financial transactions in accordance with the organization Finance Manuals.
- Keeps custody of financial documents and ensures that documents taken for references are returned timely.
- Support on review of quarterly cash forecast for the area office projects for which the Project Manger prepares before submission to Country Office.
- Summarizes employment income tax deductions, pension and withholding tax deductions on monthly basis.
- Administrative processing and maintaining proper records of related financial transactions in accordance with the organization Finance Manuals.
- Ensuring and follow up car log sheets register and completion on regularly basis
- Paying salaries for Field Staffs and settlement Pension &Income tax and withholding tax on monthly basis.
- Follow up on timely payment for Utilities and Telephone bills.
- Keep good track of fixed asset and stock records and good custody of the same.
- Ensure timely reporting field transactions to the country office based in Juba.

**Job Requirement:**

- Bachelor's degree in Accounting & Finance, Management, business Administration or another related field.
- Minimum of 7 years of professional experience post qualification and of which 5-year experience in INGO environment is desirable
- Having good experiences of serving as field level management team
- Experience in logistic and HR areas are advantageous
- Good knowledge of Microsoft dynamics and other financial software applications are advantageous

- Well-developed Information Communication and Technology (ICT) skills with hands on experience with computerized accountings applications.
- Conversant with GFFO funding is an added advantage.
- Adequate knowledge of basic accounting concepts, principles, and practices.
- Ability to prioritize tasks in accordance with their time sensitiveness.
- Good experience in financial record keeping
- Maintain good working relationships among colleagues, and with other staff members.
- Willingness to work in remote and intense working conditions.
- Proficiency in Excel applications, adequate skill in communication both written and oral.

**Reporting Lines**  
**Project Manager**

**How to apply:**

Interested and qualified candidates should submit an application letter indicating current pay and CV plus 3 names of referees (*one of them being their immediate supervisor*) with their full contacts through this Google Form Link : <https://forms.gle/NECdwNQtaWURBgA97>

Only short-listed candidates will be contacted for interviews. **Closing date for receiving applications is 20<sup>th</sup>/07/ 2026.** *VSF Germany is an equal opportunities employer. Female candidates are strongly encouraged to apply.*

**DON'T SUBMIT** copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position in your email or on the cover of envelop and or application letter.

**Due to the urgency, assessments of the applications will be an ongoing basis as applications are received.**

**Disclaimer:**

**VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.**