

FICHE DE POSTE

INSTITUT FRANCAIS DU SOUDAN

IDENTIFICATION DU POSTE	
<i>Intitulé du poste</i>	Accountant EQUIP 2
<i>Nature du poste</i>	Open to Sudanese National only
IDENTITE DE L'AGENT	
<i>Statut</i>	Full time
PRESENTATION DU SERVICE	
<i>Mission du service</i>	<p>The Education Quality Improvement Programme in Sudan 2 (EQUIP 2) is an initiative funded by the EU Trust Fund for Africa and implemented by Expertise France – in Partnership with France Education International (FEI), Save the Children and SOFRECO. Following EQUIP 1 (2018-2021), EQUIP 2 Programme (2021-2024) will seek to improve the quality of primary education in Sudan through three components (i) Develop conducive and inclusive learning environments in formal and non-formal settings; (ii) Enhance basic-school teachers' qualification in Sudan; (iii) Improve Education system governance and coordination among stakeholders.</p> <p>Expertise France is the lead implementing agency for the Component ii, in partnership with France Education International, a public institution providing technical expertise in education and training internationally on behalf of the French Ministry of National Education. This collaboration aims to meet the challenges of teacher training by providing relevant expertise to support quality education in Sudan.</p> <p>The specific objective of the 3 year-project, starting on June 1st 2021, is to enhance teachers' qualification, particularly through the focus on professional skills for both pre-service teacher training (PSTT) and in-service teacher training (ISTT).</p>
<i>Service</i>	EQUIP2
<i>Autorité</i>	<p>The staff member is under the direct supervision of the EQUIP 2's Financial and administrative Manager (Expertise France)</p> <p>The staff member is under the administrative supervision of the French Institute</p>
LES MISSIONS DU POSTE	
<i>Missions et activités principales du poste</i>	<p>Areas of responsibility</p> <p>Under the direct supervision of the Financial and administrative Manager and the overall supervision of the Team Leader, and in close consultation with the project coordination team at Expertise France headquarters, the accountant will:</p> <ul style="list-style-type: none"> - Support the management of the financial and accounting system of the project in Khartoum. - Prepare payments, cheques, and payment authorization vouchers. - Carryout invoices check and translation. - Ensure all the supporting documents are complete and signed by the required party and following up with suppliers, service providers, partners and beneficiaries as needed. - Ensure proper archiving and all documents are scanned. - Handling the cash withdrawals from the bank. - Update the reporting tool with daily transactions, expenses, etc.

- Ensures cash, bank and advances are reconciling on daily basis.
- Support monthly payroll and keep organized records.
- Supports the Financial and Administrative Manager in contracts monitoring and preparing budget forecasting related to the activities planification.
- Support the team on organising administrative and logistical aspects of project activities (meetings, workshops etc.).
- Provide administrative support during budget preparation and report writing of financial rubrics.
- Ensure compliance with EF and EU procedures, and compliance with the project' manual of procedures.

Deliverables

Weekly:

- Updated reporting tool with reconciled cash and bank balances.
- Supporting disbursement scanned.

Monthly:

- Final reporting tool for the month along with PDF documents to be forwarded to head office:
- Balance-inventory-petty cash signed & scanned.
- Banking reconciliation signed & scanned.
- Supporting disbursement documentation, scanned.
- Bank account statement.

Profile

- Fluent in Arabic and English (spoken and written);
- University degree in accounting or Business Administration or similar area.
- At least 2 years of similar professional experience;
- Previous similar experience in international technical assistance projects;
- Good communication skills;
- Excellent organization and time management skills;
- Great attention to meeting deadlines;
- Ability to work proactively and autonomously;
- Multi-lingual/international environment and ability to accommodate differences to interact effectively with people of different cultures;
- Perfect command of Microsoft Office tools (especially DOC and XLS).

<i>Modalités de candidature</i>	By 3 July 2021, 23:59 Sudan Time , candidates are requested to send a CV in English to frederic.vincent@expertisefrance.fr . Interviews will take place from 5-7/07.
<i>Horaires de travail</i>	Sunday-Thursday, 9h – 17h - Expected starting date: August 1 st ,2021

Date et signature de l'agent :	Date et signature du chef de service :
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Date et signature du directeur délégué de l'IFRS :

Fabrice MONGIAT