



BUILDING FLOURISHING COMMUNITIES

VACANCY ANNOUNCEMENT

1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan. Presently, Cordaid is expanding its emergency programme in different parts of the country. For that purpose additional technical capacity is required. Cordaid is therefore currently looking to fill the position of

1.1 POSITION TITLE: Finance/Admin Officer

JOB LOCATION: To be based in Cordaid office in Malakal with travels to project areas /field offices and deployment as necessary.

2.1 Reporting Line:

The finance/Admin officer will report to Project Manager based in Malakal and matrix management with Administrator based in Juba and liaise closely with the relevant project team and staff in Malakal and in-country.

2.1 Key Responsibilities and Accountabilities:

Finance:

- Preparation of project budget in coordination with Project Manager and prepare a monthly cash flow needs for the field office;
- Prepare regular finance report of Malakal office on budget performance (Income and expenditures overviews) and position of liquidity (bank & cash balance);
- Record and maintain financial transactions of Malakal office, accounting, recording receipt and disbursement (ledger, cash books, vouchers etc.)

Endorsed





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- Keep track of proper use of internal controls including the monthly reconciliation and control of bank and cash balances. Reconciling data for recurring or special report;
- Managing petty cash and maintain the records of disbursements and balance accounts as required.
- Assist in clearance and accounting of travel advances;
- Maintains contacts with local banks for verifying account status, collecting bank statements, verifying currency exchange rates and similar direct transactions.
- Process payments by issuing payment voucher and checks.

Administration:

- Ensure efficient and effective administrative support to project team in delivery of the project
- Arrange and maintain proper filing systems and archive;
- Scanning and copying of relevant documents.
- Ensure the local tax matters, including income tax, payroll taxes are adequately handled in compliance with the laws of south Sudan.
- Under take office administration as necessary.

3. Qualifications, skills and competencies:

- Degree or Diploma in Business Administration, finance, accounting or relevant field, or proven ability to be able to think and act professionally in all matters.
- Minimum of 3 years experience in accounting and administration activities
- Knowledge and use of accounting software
- Computer literate, through knowledge of MS office (Word, Excel, PowerPoint and outlook)
- Ability to establish priorities, to plan and be able to deliver to the deadlines.

Specifics of duty station

The person will be based in Malakal at the Cordaid South Sudan offices. He/she will report to the Cordaid Project Manager in Malakal and Matrix managed by Administrator based in Juba, and work closely with other Project teams based in Malakal / programme, finance and logistics colleagues based in South Sudan. Travel to the working areas of project areas and other Cordaid projects in South Sudan, may constitute up to 30 % of one's time.

Further information & how to apply

Applications which must include a motivation letter and current CV in English, including contact details of at least three professional references, should be submitted not later than **31st December 2015**, to the following e-mail address only: applications.southsudan@cordaid.net, stating "Finance/Admin Officer" at the subject line.

Disclaimer Clause:

This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.

