

## Job Advertisement

Fashoda Youth Forum Founded on the 20th November 1999 is a Non-Governmental and Non-Profit making Organization and registered with the Ministry of Legal Affairs and Constitutional Development in accordance with the new (Southern) Sudan NGO's Act 2003 (Reg. No 918) and with Relief and Rehabilitation Commission (RRC) as a Humanitarians actor in South Sudan (Reg. Serial No 713). FYF has been implementing Food Security, Civic Education, Water and Sanitation, education, Environmental Health, Construction of social and physical infrastructures and Community Peace Building and Reconciliation initiatives, Health and HIV/AIDS and addressing child protection projects in South Sudan for the last 15 years. The organization is seeking to recruit qualified, self-motivated, dynamic and professional South Sudanese or foreign nationals for the management of its financial operations in the country.

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|----------------------------|--------------------------------------|
| <b>Job Title:</b>          | <b>Finance and Admin. Officer</b>    |
| <b>Advertisement Date:</b> | <b>23<sup>rd</sup> January 2016</b>  |
| <b>Closing Date</b>        | <b>20<sup>th</sup> February 2016</b> |
| <b>Duty Station:</b>       | <b>Juba/Nyilwak/Kodok</b>            |
| <b>Report to</b>           | <b>Executive director.</b>           |
| <b>Starting Period:</b>    | <b>1<sup>st</sup> March 2016</b>     |

The Finance and Admin. Officer, who reports to the CEO, will be based in a Juba base office with regular field visits throughout the area of operations, to ensure that the implementation of the donor's grants is being carried out in accordance with the specifications defined in the activity development phase. In the discharge of her/his tasks, s/he will maintain open and professional relationships with authorities, community groups, NGO's and other international organizations.

His/her main responsibilities consist in:

### **Duties and responsibilities**

#### **Program and services administration**

##### Responsibilities

- Ensure that all sub-office financial transactions are in accordance with FYF policies and procedures
- Before posting an invoice the Finance officer must ensure that for purchases of goods greater than the petty cash threshold determine whether; type and unit price of each item on the invoice matches the same information per the purchase order. And all documents have sufficient approval and signing authority.
- Check the mathematical accuracy of the invoice.
- Inspect the Purchase Requisition Form (PRF) to obtain the expense coding information.
- Determine whether the vendor has an outstanding balance and modify the entry to reflect the outstanding balance.

- Before posting a disbursement (cheque or cash) request form, you must determine whether; the request is adequately supported by documentation and has been properly approved.
- Before posting a Travel Expense Report (TER), you will ensure that there is sufficient signature authority for payment.
- Scrutinize and ensure that all payments made are related to mission policy, are clearly documented and conforming to donor regulations.
- Review and ensure all salary and benefits payments for contract staff and consultants are valid and supported by current contracts.
- Post all correct entries on a daily basis and ensure that all financial data is properly entered and closely monitor to ensure that correct account codes and fund codes are entered for each transaction.

### **Other duties**

- Ensure that all supporting documentation and audit information is prepared and ready for audit purposes
- Ensure that all supporting documentation to donors' is prepared and sent on a timely basis as may be required
- Assist in the coordinating all that is required as and when either FYF or external auditors schedule audits for the sub-office
- Supervision of the staff
- Travel to and when required attending to and providing support and training on financial related issues
- Support other functions within the department as may be required from time to time.

### **Required Qualifications & Skills**

- A Business related degree
- A holder of a CPA II
- Minimum 3 years' experience in accounting, with preference for additional experience in financial management
- Understanding of computer applications in respect to basic accounting, payroll management, cash control, etc. At a minimum this would include an understanding of SCALA, Tally and Microsoft Office
- Good interpersonal skills
- Good supervisory skills and experience
- Good communication skills in both verbal and written English

Interested candidates who meet the above mentioned conditions should submit their application letter and CV listing three references and a phone number or other contact details addressed to: Human Resource Unit, those who wish to apply using hard copies of their documents they should drop their applications to **FYF office hai Munuki Suk-Malicha, or e-mail to oyeejo@gmail.com.**

Note, FYF is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation.

**Only shortlisted candidates will be notified for interview. Women candidates are highly encouraged to apply.**