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ADVERTISEMENT FOR FINANCE OFFICER

Introduction

Africa Life Aid (ALA) is a South Sudanese National Organization formed in 2016 and officially registered by the Relief and Rehabilitation Commission (RRC) South Sudan and issued with a registration certificate number 518. Africa Life Aid is a member of the South Sudan NGO Forum and recognized by the UNOCHA as humanitarian agency, delivers its services to the most deserving without any form of discrimination. ALA is working to ensure deserving communities and individuals have dignified living through access to basic services and that the persons with special needs are protected and their right to access to services is upheld.

To achieve its objectives, ALA seeks funding from different funding agencies including UN Agencies, bilateral donors, private foundations and individuals with same vision and objective. These funds MUST be accounted for to both the donor and beneficiaries. ALA is therefore seeking to recruit a competent person for the position of Finance Officer to carry out the financial tasks of the organization.

The incumbent of this position should be flexible to attend to other tasks that contribute towards achieving the set objectives of ALA, its donors and government's strategic plans. The incumbent will therefore ensure the following are achieved.

Guiding Job outcomes

- Budget control mechanisms strengthened and functioning:** Ensure that all finances are expensed in proper manner as prescribed in the procurement manual, salaries payment procedure, donor requirement and any other adopted finance procedure. The incumbent shall take upon him/herself to ensure that all staff, both new and engaged, are well versed with these function.
- Book Keeping at all levels properly done and preserved:** Ensure that all transactions and paper trails are in order and properly recorded for reference purposes and meeting the standard accounting procedures and requirements. The manager shall take charge of the cashbox/safe and ensure its security and management. Incumbent shall ensure all cash transactions are receipted and recorded in the cash register. Weekly cash counts must be carried out CoB Friday and properly recorded.
- Cash flow is maintained:** Review all banking activities and reconciling monthly financial reports to ensure funds are available at each project location at each given time for smooth operation of the project activities.
- Databases and financial models are maintained.** The finance manager will ensure that the organization adopts an electronic financial system that is simple and accommodates all the transactions in a secure and backed up mode. ALA has adopted the QuickBooks and the accrual systems.
- Systems and financial policies are upgraded:** the finance manager shall promote continuous improvements in specific budget and finance matters from lessons drawn and audit recommendations.
- Effective Banking is maintained:** the fiancé manager shall be the banking agent and will therefore carryout all the banking activities and report on them accordingly.
- Reports are properly prepared and submitted on time:** The Finance manager shall produce periodic report for internal consumption and to be shared by the donors. These shall include but not limited to the monthly reports, quarterly, annual and project final reports.
- Representation:** the Finance Manager shall represent ALA where applicable on relevant financial matters.

The Person



Africa Life Aid
Saving Lives across Africa

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Ideal candidate for the position must of minimum meet the requirements listed below:

Academic Qualifications:

1. Bachelor Degree (B.com) with a bias in Finance and Accounting or equivalent
2. Holders of CPA will have an advantage.

Knowledge and Technical Skills

3. Skilled in personal computing, email and general office productivity software (e.g. Microsoft Office Suite) and professional financial packages.
4. Must have full knowledge and use of the QuickBooks accounting system
5. Knowledge of the local financial guidelines, tax policies and other related financial regulations.
6. Excellent verbal and written communication skills
7. Results-oriented and process-driven
8. Impeccable attention to details.

Experience

9. Experience the funds from donors and partners such as the UNHCR CHF, ERF, and Quick Impact Response Fund and most important the funding mechanisms of the NCA and other members of the ACT Alliance
10. Experience in UN Agencies funding priorities in South Sudan, reporting formats and calendar etc
11. Experience in engaging donors at national levels

Social/personal presentation

12. Good grooming, presentable and of confidence presentation.
13. Flexible, team player and able to produce in challenging environments.
14. Sticks to socially acceptable manner and adheres to international codes of conducts.
15. Qualified female candidate are highly encouraged to apply for this position.

How to apply:

1. Interested candidates are requested to submit their applications, CVs and a copy of their national ID to: HR Department, Africa Life Aid Office located at; South Sudan Council of Churches, Ministry Road off UNHCR, Juba not later than 18th April 2019 or email it to info@africalifeaid.org
2. The position is open only to South Sudanese national only.
3. Only shortlisted candidates will be contacted and application submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment.**

