



Field Admin & Finance Assistant – Old Fangak Based Position

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of faith-based development and humanitarian aid organisations forming one of the world's largest aid organisations.

FCA is seeking an experienced Field Admin and Finance Assistant to be responsible for the implementation of education in emergency project in the Old Fangak, Jonglei State. The position is based partly in Old Fangak with extensive travel other remote project locations such as New Fangak, Juaibor, etc. Within this context FCA is looking at recruiting an experienced Field Admin and Finance Assistant, fully acquainted with the procedures of UNICEF PCA (Program Cooperation Agreement)

Principal responsibilities:

- Take responsibility for the project field petty cash
- Be responsible for petty cash payments and ensure there is track of proper documentation
- Reconcile petty cash to the accounts on monthly basis with the assistance of the Admin and Finance Coordinator
- Maintain updated project document folders with hard copies
- Assist in preparing and sending project agreements and other documentation
- Assist in organising projects related visits by donor and other visitors
- Manage the repair and maintenance of vehicles, computer and office equipment
- Ensure smooth running of the field office
- Assist in a day to day field office administration and supportive roles
- Manage the field office stores including management of boat engine oil and fuel
- Order field office supplies project items and monitor inventory
- Respond to enquiries as requested

All staff are expected to undertake the following general duties:

- Work within the framework of FCA's core values, goals by promoting its ethos and mission statement.
- Work towards achieving programme plan objectives
- Ensure familiarity and adhere to all FCA policies and procedures and keep informed of FCA Humanitarian activities



This is a non-contractual document that can be varied from time to time as circumstances dictate. The content of this job advert is intended to summarize the main duties and responsibilities of the position and it is not intended to be a full and exhaustive list of tasks or responsibilities. All FCA staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Competence and personal requirements:

- University degree or diploma level qualification in Finance related field
- Minimum 1-3 years demonstrated work experience in a related field, hardship locations, in similar position/s.
- Good supervision and team management skills
- Good organizational and coordination skills
- Good command of spoken and written English
- Ability to operate financial software and excellent knowledge in MS XL and MS Word
- Motivated, flexible and innovative team player with excellent communication skills
- Willingness to work and travel extensively in remote areas.
- Must be a South Sudanese national

Nine-month fixed term contract, including a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on performance and further funding. The Admin and Finance Assistant will be part of the FCA Administrations team and will be supervised by the Admin and Finance Coordinator. The compensation will be based on FCA Salary System and will depend on previous work experience.

Please apply by sending both a detailed curriculum vitae and a motivation letter in English with the names and email addresses of references and copies of national ID cards by Tuesday 18th of April 2017, 4:00PM to Admin.Ssuco@kua.fi or submit hard copies marked "Admin and Finance Assistant" in the email subject line or envelope to Finn Church Aid Offices in Juba (Juba Na Bari, Bilpham Road, Behind Midan Rembo, after Liaison Court Apartment Building.).

All queries should be sent only by email to admin.ssuco@kua.fi and clearly marked "Query: "Field Admin and Finance Assistant".

Note: Please do not attach original documents to your application. Application documents will not be returned to applicants.