



# Job Advertisement

## Finance Officer

### Juba

**Job Purpose:** To effectively and accountably manage the financial & administrative cash and bank transactions of the Juba base in accordance to set Medair financial guidelines and sound financial accounting principles.

#### A. Key Responsibilities.

##### 1. Finance & Accounting:

- Daily cash handling, payments and inputting expenses into the Expense Sheet
- Checking each day Field Connect is accurate with no coding mistakes or errors.
- Daily checking expenses (PDFs) submitted to finance for completeness.
- Daily scanning expense as received and electronically filing them
- Weekly review electronic filing system and physical expenses for loss, misplacement or mislabeling.
- Sending documentation to HQ via Nairobi office.
- Make sure all open expenses (PDFs) are accounted for in the PDF Tracker, and followed up
- Daily reconciliation of Field Connect and Open PDFs, and daily cash counts
- End of the week cash counts and reporting figures to line manager.
- Assist with banking; cheque payments, bank deposit, withdrawals and monthly bank reconciliations

##### 2. Administration; train other staff, to ensure compliance of sound financial management practices by all actors

##### 3. Security Management:

- To facilitate money in transfer a safely manner to Medair field locations
- Assist in obtaining approval from authorities for money transfers to the field.
- Immediately reporting of any evidence that leads to possible fraud and or theft.

#### B. Person Specifications

##### Essential

- Diploma in finance/accounting/ business administration
- At least 2 years work experience in a similar position
- Fluency in both written and spoken English
- Competency in Windows operating software, Microsoft Packages especially good skills Excel.

##### Desirable

- Bachelor Degree in finance and diploma in logistics
- Studying for professional certification e.g., CPA/ACCA
- Fluency in spoken Juba Arabic
- Other IT skills are desirable and understanding of project/fund accounting software (like Serenic, Navigator)

Applications deadline: **24<sup>th</sup> September 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications outlined above to:

#### Recruitment

**Human Resources Department**

**Medair South Sudan - Theo Road, Hai Tong Ping**

or e-mail: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org)

