



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians



FINANCE ASSISTANT - JUBA

INSO SOUTH SUDAN

Closing date: 20 January 2018

Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is a British charity that supports the operations of other NGOs through coordination platforms that improve the safety of aid workers and the access to difficult-to reach areas. INSO provides registered NGOs with a range of free services including **training** on first aid, personal safety and critical incident management; **information** on the local context and **advice** on humanitarian access; and **support** to the management of critical incidents affecting aid workers.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

The Organisation has grown from innovative start-up to become a globally recognised charity and a valuable component of the humanitarian safety coordination system.

Today the Organisation provides daily support to more than 850 NGOs in twelve of the world's most insecure countries and has earned a strong reputation for performance, principles & professionalism.

INSO South Sudan Country Office

INSO will start operations in South Sudan in early 2018. INSO South Sudan aims to provide free services to more than 100 local and international NGOs in the country, enhance the delivery of aid and preserve the safety of their staff. Specifically, the program shall provide the NGO community with tailored safety support through 3 main services: Capacity Building (provision of training to aid workers); Information & Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support to crisis and critical incident management). INSO services are envisioned to cover the whole country, with 4 field offices expected to be open in 2018.

Job Summary:

We are seeking a qualified and experienced individual to join our country team as the **Finance Assistant**. The post is to be **based in our Juba office**, with sporadic travels to our field offices in other parts of the country.

The Key responsibilities of this position will be to support the finance team in carrying out the general accounting of the country office, including bank / cash transactions, booking payments, payment expenses, cash book tracking and general administration.

The **finance assistant** reports directly to the Finance Manager, who is his/her functional and hierarchical supervisor

Main responsibilities

The Finance Assistant shall support the finances team in:

- Daily booking of all transactions and reconciliation of cash balances/ bank balances

- Weekly and monthly reporting of income, expenditure and cash/ bank reconciliations.
- Daily Maintenance/ reconciliation of petty cash.
- Ensuring that all expenses are properly authorized before payment
- Ensuring that all payments are prepared in time and in accordance with all financial guidelines
- Carrying out the reconciliation of advances on a monthly basis giving justification for pending advances
- Maintaining Financial filing system in accordance with guidelines
- Providing Documentation required by Auditor and/or Donors.
- Maintaining a schedule for payment of utilities and contractual agreements
- Ensuring all vouchers i.e. petty cash, payments and advances are scanned on a monthly Basis

Mandatory Requirements

- South Sudanese National
- Bachelor's degree in finance, accounting, business administration, management or economics;
- Basic knowledge of accounting software systems (preferably SUNSYSTEM), Q&A reporting tool and excel;
- fluent English (written and spoken);
- high attention to detail and accuracy;

Desirable Characteristics:

- Work experience within the NGO sector;
- Understanding of humanitarian principles and practices

Key Personal Competencies:

- Well organised and capable to deliver work in tight deadlines
- Eager to learn
- Excellent interpersonal skills
- A good listener
- An effective communicator
- Able to work in a multicultural environment
- Team player
- Quiet demeanour in stressful or crisis situations



Terms & Conditions: Annual contract (renewable, based on performance) with expected start date of **01 February 2018**, salary according to qualifications, relevant experience and INSO salary grid, 24 working days annual leave per annum, medical coverage for the employee and up to 4 dependents.

HOW TO APPLY:

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org before 20 January 2018 24h00 local time, and reference **"INSO Finance Assistant, Juba"** in the subject line of the email.

- Cover letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO (**1 page maximum**).
- Up to date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as copies of certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope at Amarat Classic Hotel, Hai Amarat, Juba, clearly indicating **"INSO Finance Assistant, Juba"** on the envelope.

Only candidates that strictly stick to the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective of gender. INSO is an Equal Opportunity Employer.