



THE
CARTER CENTER



Job Advertisement
Field Finance Officer (1 Position)

The Carter Center (TCC) provides technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **Field Finance Officer**, based in Rumbek, Western Lakes State -South Sudan.

Title: Field Finance Officer (1 position)
Duty Station: Rumbek, Western Lakes State, South Sudan
Duration: Current- August 31st, 2019
Closing Date: February 25th, 2019

Reporting to: Finance Manager

Job Purpose: The Field Finance Officer holds primary responsibility in ensuring all the key financial guidelines, compliance and policies are implemented as per Program objectives in line with The Carter Center financial regulation and policies.

The position is predominantly based in Rumbek and the primary responsibilities of the position are to;

Key Responsibilities:

- Maintain petty cash, ensuring all expenses are reasonable and appropriately authorized and recorded.
- Monitoring local outstanding advances and ensuring they are cleared on a regular basis.
- Ensuring all purchases have been made following The Carter Center's procedures and have all relevant supporting documentation.
- Review and reconcile physical cash to the cash tracking sheet daily.
- Prepare and send monthly cash report and the supporting documents to Juba monthly, conducting regular field visits and making payments.
- Keeping the Finance Manager and the Country representative on your work progress throughout the month and bringing all major finance issues to their attention.
- Collating monthly fund requests from the field sites including liaising with the finance and operations department to ensure sufficient funds are on hand.
- Train Non-finance staff on budget, cash management and finance policies.
- Any other duties as may be requested by the Finance Manager.



Person Specifications:

- South Sudanese National
- Completed college or University with a Diploma in Finance and accounting
- Minimum 2-3 years of relevant and practical experience in book keeping, petty cash and field budget Management
- Proficiency with Microsoft office products; excel, word, outlook
- Fluency in English and Arabic

Application deadline: February 25th, 2019.

Only shortlisted candidates will be contacted, applications from **women candidates** are highly encouraged to apply. No original documents are required at this stage.

For Interested candidates, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**

Applications may be submitted either by:

1. E-mail: recruitment-ssd@cartercenter.org (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyagachor.