

**Position type: Senior Finance Officer ( Re-advertisement)**

**Number of Position: One**

**Duty Station: : Juba**

**Contract type: Fixed term with possibility of extension depending on funding and performance**

**Employment start date: ASAP**

**Advert Closing deadline: 12<sup>nd</sup> February 2018**

## **JOB ROLE:**

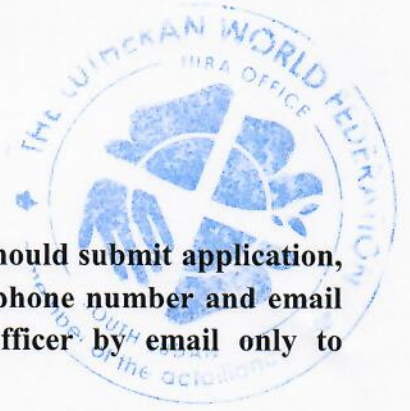
Under the guidance of the Finance Manager, the Senior Finance officer will support the department by insuring the accounting for financial resources are done.

## **KEY RESPONSIBILITIES:**

- Verifying accuracy of coding for all cash books, bank books and journal vouchers
- Posting of cash books, bank books and journal into Sage
- Reviewing of bank and other reconciliations
- Downloading MARs
- Review of payroll and related journal vouchers
- Balance sheet reconciliation
- Highlighting and following up actions needed on overdue accounts.
- Cash flow management and request for funds in collaboration with Finance Manager.
- Supporting the Finance Manager in preparation of reports to donors and other stakeholders
- Monitoring and support visits to the field offices.

## **Qualification and Experience**

- Degree in Accounting/Finance/Business
- ACCA/CPA qualification
- Experience using accounting software, preferably SAGE ERP 300
- Three years' relevant experience
- Strong organizational skills
- Ability to work under extreme pressure



### **How to Apply:**

**Interested South Sudanese nationals who meet the above requirements should submit application, cover letter and updated CV with at least three referees with their telephone number and email address. All Application should be sent to the Human Resource Officer by email only to [lwfssdrecruitment@gmail.com](mailto:lwfssdrecruitment@gmail.com).**

**Female candidates are encouraged to apply. Only shortlisted candidates will be contacted.**