



THESO

Approved
08 APR 2019
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JOB ADVERTISEMENT

Job title	Finance and Admin Officer
Country Programme	South Sudan
Location Of position	Juba, with frequent travels to field locations
Reports to	Finance and Admin Manager
Position open for	South Sudanese Only
Desired Start Date	ASAP
Closing date for application	19th /April/2019

General Description of the Programme:

The Health Support Organization is a registered national nonprofit organization dedicated to saving lives and relieving human suffering through health care delivery and relief and development programme

Formed in 2005, incorporated in 2008 by volunteer doctors and medical clinical officers to support the national efforts in addressing health challenges in South Sudan, THESO is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to implement evidence-based, culturally sensitive, innovative projects promoting health, according to perceived public health needs and priorities as understood through quality research. By offering grass root capacity building and health care to local populations and emergency health assistance to people at high risk, and with the flexibility to respond rapidly to emergency situations, THESO improves poor health care systems to a sustainable self-reliance level.

Head Office
Plot 173- Block 3K South
Wambo Street
Juba
Republic of South Sudan



Regional Office
Off James Gichuru
Olenguruone Road
Lavington, Nairobi

Contact
Email: info@theso.org
Tel: +211- 922 285 751
+254- 790 337 855
Web: www.theso.org



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THESO is implementing public health Programmes in former states of Central Equatorial, Eastern Equatorial, Warap, Jonglei and Unity States. THESO Public health activities include curative primary health care, based on the management of primary health centers and units; preventive health care including HIV/AIDS messaging and testing, malaria, TB and other communicable diseases control, and hygiene promotion; community management of malnutrition, maternal and child health and reproductive health; diseases surveillance, water and environmental sanitation, grass root capacity building, and health infrastructure development.

Essential Job Duties/scoop of work

The Finance and Admin Officer will provide direct support to the Finance and Admin Manager in Juba in the day-to-day financial administration in liaison with the field office.

Budget Preparation and monitoring

- Support the Finance and Admin Manager in the preparation of budgets (weekly, quarterly and annually)
- Prepare monthly budgetary control statements to determine financial performance of the relevant Programme and projects.
- Compile monthly liquidity requests and cash flow projections/forecast on weekly and monthly basis for review and approval by the Finance and Admin Manager and OD and PD.
- Maintain collection and storage of regular financial reports and budget records.

Financial Administration

- Review the codes on the payments requisition before entry into finance systems
- Review of staff accountabilities like travel accountabilities, entry in the systems and reconciliation on monthly basis.
- Process payments
- Implement and maintain effective filing systems to ensure that all financial records are easily accessible and readily available.
- Ensure adherence to THESO finance and administration guidelines at all times.
- You will also be responsible in managing all the petty cash flow of THESO, in accordance to the Organizational financial procedures.
- Record financial transaction in line with THESO and Donor requirements.

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- Adhere to the finance manager instructions to ensure that expenditures are in line with THESO's policies and financial procedures.
- Maintain at all times accurate and up to date financial records and provide reports/information when needed.

Bank and Cash Management

- Manage and reconcile bank and cash accounts, preparations of monthly financial accounts to the line manager, ensuring financial and resources accountability and effective management of records as required for auditing.
- Act as a bank agent
- Manage all bank and control account including performing monthly balance sheet reconciliation.
- Following up any reconciling items, and processing changes to bank account.
- Prepare monthly cash flow projections.
- The finance and admin officer is cordially responsible for writing organizational cheques and withdraws cash from the bank.
- Check and monitor the field office sub account transaction and incorporate in reports.
- The finance and admin officer, ensure safe custody of the safety box at all times.

Audit facilitation

- Facilitate both internal and external audits and preparation of financial statements for auditors both office and donor auditors.
- Coordinate any interim and annual audits.
- Provide hard and soft copies of monthly, quarterly and annual financial reports on deadline.
- Assist in audits of various sites and functions as needed. This is to include field visits to various sites and training of staff per audit schedule/plan.

Finance Systems

- Check the correctness of coding, completeness of financial documents and review the payments prior to posting to finance systems.
- Verification and certification of accurate financial transaction in accordance with the standard guidelines.
- Post financial expenditures in the systems and compiling monthly expenditure reports, analyses the reports and present and presents to the finance and admin manager for discussions.

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Payroll processing

- In collaboration with the HR department, process payrolls monthly and make sure all the statutory deductions (Staff PIT are remitted to the relevant authorities, printing and filling necessary reports.
- Processing of staff salaries
- To maintain and monitor staff advances register at all time

Project Management Cycle

- Comply with THESO project management cycle, as regards to contracting and work closely with Project Managers
 - Ensure accurate management and support recovery against Donor Projects
 - Helps in preparation of financial information for Donor including supporting documents.
 - Ensure proper accounting of project recovery and income recognition.
 - Establish and prepare accurate and timely information for financial monitoring and progress of programme funds and grants.
- **Other relevant duties as assigned by the line Manager.**

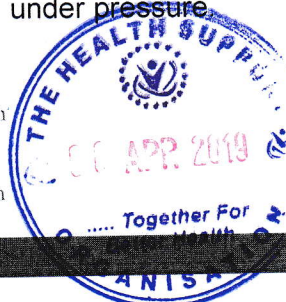
Key results areas.

- Budget preparation and monitoring
- Financial Administration
- Finance Systems Entry
- Payroll Processing
- Bank Management
- Audit Facilitation
- Partner management

Qualification, Skills and Experience needed.

- Essential B in Accounting, A professional Qualification in ACCA, CIMA, CPA, Commerce or closely related field from an accredited college or University.
- Five years of progressive experience in Non-profit Organisation.
- Audit background is an added advantage
- Must be a South Sudanese.
- Must be able to work with minimum supervision and should be able to work under pressure

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- Experience with NGO world will be an added advantage
- Ability to read, writes, analyze and interpret in English Language.
- Ability to work with a multicultural team.
- Good communication skills including ability to make clear and concise presentations.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Ability to operate assigned equipment and write reports.
- Excellent Computer Skills (MS Word, Excel, Power Point, Quick book and any relevant data packages)

Competences

- Self-motivated, innovative, pro-active and results driven
- Entrepreneurial and commercial thinking
- Focused, reliable and integrity
- Ability to work independently (plan, prioritize, meet deadlines, communicate independently) but at the same time be a team player
- Ability to connect with people of different background

Application letters, CVs and relevant academic credentials together with the names of three (03) professional referees, should reach the undersigned not later than **Friday 19th/April/2019, by closer of business**

Human Resources Manager

The Health Support Organisation (THESO)

South Sudan Program, Juba Office.

Off bilpam road, behind Nile Hope.

OR to info@theso.org with a copy to tom.weri@theso.org, sangulab@theso.org

All applications should be marked "Finance and Admin Officer (FAO)"

THESO is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified Female applicants are encouraged to apply.

NB: Due to the urgency of this position, qualified applicants will be contacted as applications are being received on daily basis.

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