

FINANCE AND ADMINISTRATION OFFICER

Position	Finance and Administration Officer
Location	Torit
Start Date	1 July 2016
Contract Duration	Up to 31 December 2016 [with possibility of extension contingent to funding]
Organization	War Child Holland has been working in South Sudan since 2006. The program has been focused on the consequences of decades of conflict and its purpose is to ensure that children, youth, communities and government are able to promote awareness on child rights, protect children from abuse, exploitation and all forms of violation of their rights. War Child achieves this by ensuring a protective environment for children and promoting access to community based child protection and Psychosocial support services.

I. Position Summary

Under the direct Supervision of the Field Location Manager, the Finance and Administration Officer is primarily responsible for the efficiency and effectiveness of the administration and financial coordination components of WCH South Sudan Torit office, with the direct responsibility of performing the following:

II. Key Tasks and responsibilities

Finance:

- Make all payments, and data entry into Excel bookkeeping templates.
- Receive, analyses, follow up and consolidate field locations' monthly financing accounts, taking into account field location budgets and WCH financial policies.
- Generate BCRs and discuss with SPOs and FLM on the same.
- Ensure the financial management routines and systems are respected, and that WCH regulations, policies and standards are adhered to, in a timely manner and in accordance with quality and policy requirements.
- Manage the field office's day-to-day accounting functions including regular cash verification, bank and balance sheets, accounts reconciliation, monthly closing, timely submission of financial reports to Senior Finance Officer at Country Office in Juba.
- Maintain up-to-date accurate accounting system, including computer data entry and paper file system.
- Guide staff on correct coding and proper documentation.
- Receive all partners finance reports and verify coding before submitting to Juba.

Administration:

- Manage all WCH Torit staff leave schedules in collaboration with Human Resource officer, field location manager, and SPOs.
- Responsible for the quality of the contracts engaged by WCH as far as they might be at Torit office (Renting premises/houses/vehicles, ICT maintenance, local consultancy contracts etc.).
- Organize and coordinate all transport arrangements to the field and to Juba. Use share point.

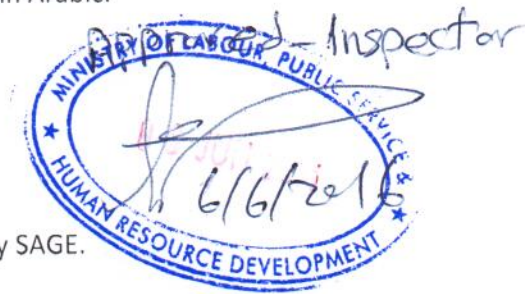
- Supervise the cleaner on their day to day basis.
- Receive all procurement requests and ensure that procurement procedures have been followed.
- Ensure timely payments of recurrent expenses – internet, phone, fuel etc.
- Ensure driver and motorbike users use fuel log sheet and odometer readings taken to track fuel usage. Generate monthly reports.

Non Specific Responsibility:

Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the FLM, OSM, or the Country Director.

Competencies

- Bachelor's degree from a recognized university in Finance, Accounting, Administration or relevant field.
- Minimum three years of practical experience in relevant field, with hands on involvement and knowledge of finance and administration coordination.
- Significant and demonstrable technical knowledge in financial management and administration.
- Excellent written and verbal English, and intermediate oral skills in Arabic.
- Strong interpersonal communication skills.
- Ability to work with a high degree of professionalism.
- Able to work in a team.
- Must be South Sudanese Citizen.



Desirable skills

- Knowledge of automated financial accounting system, preferably SAGE.

III. How to Apply:

If you feel you fit the required profile, please let us know how your qualifications, experience and career ambitions match the requirements of this position.

Send your application latest **June 20, 2016** to infosdco@warchild.nl or hand deliver to War Child Holland offices in **Torit – Moruaria Residential Area - Opposite CARITAS** and **Juba – Tongping, opposite the Turkish Embassy.**

The position "*Finance – Administration Officer Torit*" must be clearly indicated in your subject line of email or on the envelope.

Please provide a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, and current remuneration, earliest date of availability, names and telephone contacts of three referees.

Qualified women candidates are encouraged to apply.

The safety of children is essential to war child. War Child practices zero tolerance principle to abuse, and violence against children.

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

Only shortlisted candidates will be contacted.