



External Job Advertisement

Finance Specialist

The Viable Support to Transition and Stability (VISTAS) Program is USAID's flagship program in South Sudan. The Program's goal is to mitigate the further spread of communal violence and rising tensions in critical areas where conflict may have national implications. VISTAS targets lower-level, local conflicts which are vulnerable to higher level political manipulation or which may impact the national dynamics and reflects the new context and the different dynamics on the ground.

VISTAS objectives are:

- To increase space and tools to manage conflict and tensions. VISTAS identifies opportunities within and across communities in critical areas to mitigate disputes, promote peace messages, and strengthen the tools and resources needed to build trust and find solutions to problems.
- To build cross-line interdependency to promote peaceful coexistence. VISTAS works with actors and communities in critical areas to promote and establish mutually beneficial interdependence and understanding of the value of maintaining a positive and peaceful coexistence.
- To promote a more informed community. VISTAS work to promote access to reliable and trustworthy information for communities in critical areas in order to mitigate political manipulation and misinformation that could lead to further tensions and conflict.
- To engage communities in trauma awareness to lay the foundation for healing and reconciliation. VISTAS works with communities to understand how trauma has perpetuated historical tensions and begin to bridge these divides, paving the way to reconciliation through other processes.

Currently VISTAS operates in areas within Upper Nile, Jonglei, Lakes, Unity, Northern Bahr el Ghazal and the Equatoria

Position Title: Finance Specialist -

LTTA: Long-term: One (1) year– with possible extension)

CCN: South Sudanese

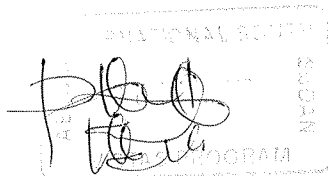
Location: Upper Nile (Malakal & Pagak)

Reports to: Regional Program Manager (RPM)

General Description of the Role:

The main purpose of this position is to manage and account for day to day cash inflows and outflows, ensuring proper systems and procedures are being followed, and assist the Upper Nile team in producing timely financial reporting for Juba.

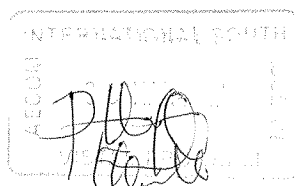
Key Duties:



- Maintain all the cashbooks assigned, and do their reconciliations on a timely basis;
- Maintain petty cash, ensuring all expenses are reasonable and appropriately authorized and recorded;
- Monitoring local advances outstanding and ensuring they are cleared on a regular basis;
- Maintaining excel cash books, ensuring all movements are recorded and coded to appropriate donors and projects;
- Ensuring all purchases have been made following AISS purchasing procedures and have all relevant supporting documentation attached to payment requisition;
- Review & reconcile physical cash to the cash tracking sheet daily, and to the cash book weekly;
- Follow up with Field Admin and Finance Officers to ensure that cash books and supporting documents at month end are submitted to Juba on a timely basis. Once received, liaise with Finance Manager to ensure are properly arranged & ready for review.
- Prepare Weekly cash report & submit it to the Finance Manager for review;
- Review Grants Tracker regularly to ensure spending conforms to records;
- Collating monthly funds requests from field sites, including liaising with Finance Department and Procurement to ensure sufficient funds are on hand;
- Ensuring payroll remittances are made each month on a timely basis. Follow up with HR to ensure that tax statutory deductions for national staffs are paid before or by 15th of the following month respectively.
- Assist in the preparation of monthly support schedules and month-end accounts
- Ensuring that the month end file is properly organised & completed with all the required documents
- Assist in facilitating any internal / external audits
- Keeping the Finance Director and RPM updated on your work progress throughout the month, and bringing all major finance issues to his or her attention;
- Other duties as requested by the Regional Program Manager.

Desired Qualifications.

- Bachelor's Degree finance, Accounts.
- 2- 3 years experience in recovery and / or development program implementation in Sudan/South Sudan.
- Preferred a minimum of 3 years with USAID funded project management experience preferably including grant making experience.
- Experienced in financial management, budgeting, financial reporting, and procurement processes.
- Accounting and bookkeeping skills.



Implemented by

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INTERNATIONAL SOUTH SUDAN

ability (VISTAS) Program

HOW TO APPLY FOR THIS JOB:

Interested candidates who meet the above mentioned conditions should submit their application letter and CV listing three references and a phone number or other contact details to: **The Human Resources and Administration Director , AECOM International- Kololo Road, Road No 5, Block No 3 K South Tongping, near Immigration Office, Juba, South Hai Tonping, near the Immigration Office, Juba, South Sudan Or e-mail to southsudanrecruitment@aissudan.com** . Not later than 29th March 2017.

Note, AECOM International South Sudan is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation.

Female candidates are highly encouraged to apply.

In the subject line of the email, please put the job title and location of the position.

Only shortlisted candidates will be notified for interview,

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Juba
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