

SUCCESS

Systems to Uphold the Credibility
and Constitutionality of Elections
in South Sudan



JOB ADVERTISEMENT	
Job title:	Finance Officer
Department:	Finance
Reports to:	Finance Director
Location :	Juba, South Sudan

50.4.3
Approved
Alm. MLO SP/100
2017/12/17



Democracy International (DI) seeks to hire Finance Officer for its USAID supported program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote multi-party pluralism and democratic governance through strong, effective, issue and policy driven parties and civil society actors within a democratic and inclusive political setting.

The Finance Officer is a full-time staff member who will report directly to the Finance Director in the respective duty station. The Finance Officer has the overall responsibility of assisting a smooth implementation of day to day accounting transactions and ensuring compliance with DI and USAID regulations. Please note that proof of South Sudanese citizenship/nationality is required.

Key Responsibilities

- Support the Finance team in the day-to-day financial management and accounting of the program.
- Maintain complete, accurate and timely financial records in compliance with USAID and DI policies and procedures.
- Enter all transactions into the DI accounting software regularly
- Prepare and submit regular financial report as directed by DI headquarters in timely manner.
- Review voucher and payment requests, including proper back up documentation to ensure compliance with DI policies and procedures and USAID rules and regulation.
- Ensure timely payment to staff, consultants and vendors.
- Maintaining project bank accounts, petty cash, and payments to vendors, staff payroll, tax payments for local purchases, and other accounting issues.
- Provide support for processing of accounts payable and vouchers.
- Prepare and validate original receipts for submission of bi-weekly expenses report to DI headquarters.
- Manage internal expenditure's control system to ensure that vouchers processed, matched and completed transactions are correctly recorded and posted in financial expenses report (FER).



- Timely review of cash position for local accounts to ensure efficient funds on hand for disbursements.
- Reconciliation of staff advances.
- Facilitate secure and timely cash transfer to the field location based on cash requirement request.
- Review the financial operations of field offices to ensure smooth flow of financial operations.
- Ensuring that authorizations on the requests for payments are in line with the approved limits and all transactions are approved before payments.
- Prepare Tax proof of payment to be submitted to vendors on a monthly basis
- Ensure soft copies of all documents are uploaded regularly on the J Drive and a backup of all correspondence and documentation is stored on the J Drive.

QUALIFICATIONS:

A. Education:

- Minimum Bachelor Degree in Accounting, Business Administration, Commerce, Finance or relevant field;
- At least 2 year of professional experience in the financial department of a non-profit organization.
- Knowledge of of USAID-funded programs a plus
- Fluent in both spoken and written English
- Computer literate with significant experience in excel. Competency in Ms Office (Ms Word Excel etc) and internet

Interested candidates should submit their applications clearly indicating the title of the position and the duty station they are applying for and updated CV which should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date August 09, 2017 by email to DI.SSudanjobs@gmail.com. or hard copy delivery to the Applications Box at Democracy International, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Please Note: This position is open to South Sudanese Nationals Only. DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply. Only short-listed candidates will be contacted.