

Job Advertisement	
Job title:	<b>Finance Assistant (Consultancy) – 3 months</b>
Duty Station	<b>Juba</b>
Starting Date	<b>Immediate</b>
Closing Date of applications	<b>8 December 2017</b>
	<b>Interested candidates should submit their applications and updated CV by email to: <a href="mailto:di.ssudanjobs@gmail.com">di.ssudanjobs@gmail.com</a></b>
<b>I. Background</b>	
<p>Democracy International, Inc. (DI) provides technical assistance, analytical services and project implementation for democracy, human rights, governance and conflict mitigation programs worldwide for the U.S. Agency for International Development (USAID), the U.S. State Department and other development partners. Since its founding in 2003, Democracy International has worked with civil society organizations, political parties, election-management bodies, government agencies, legislatures, justice-sector institutions, and others in 70 countries. Through the SUCCESS (Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan), DI and its consortium partners are working to promote multi-party pluralism through strong, effective, issue and policy driven political parties in a democratic and inclusive setting.</p>	
<b>II. Organizational Context</b>	
<p>Under the supervision of the Finance Team, the Finance Assistant handles clerical work, assists with cash payments and collections and records transactions in Operations &amp; Accounting System (Oasys). The Finance Assistant will oversee financial management aspects of the department in compliance with DI and USAID regulations as directed.</p>	
<b>III. Key functions</b>	
<ul style="list-style-type: none"> <li>• Assist with overall financial and accounting duties including maintaining project bank accounts, petty cash, payments to vendors, staff payroll, tax payments for local purchases, and other accounting issues;</li> <li>• Processing bank transaction disbursement for Civic Engagement Centers operations in the States upon approval;</li> <li>• Provide support for processing of accounts payable and vouchers;</li> <li>• Processing cash advances.</li> <li>• Provide support to the accounting and financial reporting system;</li> <li>• Prepare financial reports as requested by the Finance Manager and Director;</li> <li>• Maintain financial filing system and file financial documents as required;</li> </ul>	



- Scan all original receipts of all relevant documentation and expense reports on the J Drive on a daily basis
- Ensure soft copies of all documents are uploaded regularly on the share Drive and a backup of all correspondence and documentation is stored on the Share Drive.
- Ensure all hard copies are stored and arranged appropriately for shipping to HQ every two months.
- Ensuring that authorizations on the requests for payments are in line with the approved limits and all transactions are approved before payments. Only authorized staff and stakeholders should be paid. Any variations require approval of the Finance Director
- Ensures all documents have been stamped appropriately when paid and all relevant receipts are collected from staff and other stakeholders.
- Perform any other duties as may be required.

### Qualifications & Experience

Education:	Diploma in Accounting and Finance. University Degree in Finance, Business or Public Administration is desirable.
Experience:	<ul style="list-style-type: none"> <li>• Up to 2 years of relevant experience in providing financial management services.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</li> <li>• Experience with USAID-funded programs, including knowledge of USAID systems and regulations preferred.</li> </ul>
Language Requirements:	Fluency in English and national language of the duty station.

