



VACANCY ANNOUNCEMENT

POSITION: Finance Officer

LOCATION: Aweil

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's Southern Sudan Programme is looking a suitable South Sudanese candidate for the position of Finance Officer to be based in Aweil.

A. JOB OVERVIEW

To provide Financial and Administrative support to the South Sudan Programme in Aweil

1. DIMENSIONS AND LIMITS OF AUTHORITY

- Administer approved cash payments to staff and suppliers. Approvals must first be obtained from management in accordance with the Tearfund's Financial Procedures Policy.

2. DUTIES AND KEY RESPONSIBILITIES

- The percentage figures shown against each heading are only intended to convey an approximate idea of the relative size of the various areas within the overall job.

Corporate Policies, Management Systems and Procedures (5%)

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Provide support and guidance to staff to ensure all activities are compliant with standard operating procedures.
- Contribute to complying with all host country legal, contractual and statutory requirements as delegated by the Field Coordinator, AFM and FM.
- Comply with financial management procedures.

Financial Management and Accounting (45%)

As directed, monitored and overseen by the Field Coordinator/ AFM / FM:

*Approved by*  
*Odubon*  
*by Robert*  
*Shir*

- Administer the day-to-day TF Aweil finance function that includes petty cash management, bank related transactions management, currency exchanges, collection and payment of relevant taxes to local authorities and other finance related tasks.
- Handle Bank monthly finance records for Aweil income and expenditure and submit to the AFM.
- Cross-check the physical documents as of their accuracy and completeness. Fill the check list as a proof of check and file them in safe and secure place.
- Reconcile bank, safe & petty cash accounts, following up on discrepancies as required
- Preparation of timely and accurate cash transfer requests to field site so as to ensure adequate cash flows for operations
- Support Aweil and field sites logistics, human resources and other staff in order to obtain information required for accounting, financial management and provide them with support by answering ad hoc queries.
- Assist with preparation of programme budgets, financial operating plans and financial reports as maybe requested.
- Other duties assigned by FC, AFM, FM & Juba finance.

**Audit and compliance and documentation (40%)**

- Support the Auditors and FO in Juba in responding to queries regarding financial transactions as appropriately during auditing.
- Scan all Aweil financial documents and send to Juba every month
- Send field finance files to Juba finance and keep tracking record of the finance file movement.

**Good Practice and Institutional Learning (5%)**

- Promote opportunities to encourage good practices amongst staff and assist in identifying issues / themes that would improve Tearfund's financial policies and procedures.
- Assist in ensuring audit recommendations are implemented and adopted within operating procedures.

**Spiritual Leadership (5%)**

- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

**PART B – PERSON SPECIFICATION**

**JOB TITLE: FINANCE OFFICER**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Degree in Accounting or related</li> <li>• Part-qualified accountant</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• 2 &amp; above years financial accounting &amp; management</li> <li>• Double-entry book-keeping using accounting software</li> <li>• Analysis of financial performance against budget</li> <li>• Cross-department and/or company written and verbal communications</li> <li>• Designing, implementing &amp; monitoring internal controls</li> <li>• Setting up and maintaining filing systems</li> </ul>	<ul style="list-style-type: none"> <li>• INGO Experience</li> <li>• SIDA, ECHO &amp; BSF donor experience</li> </ul>


SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Fluency in English</li> <li>• Proven financial accounting and analytical skills</li> <li>• Microsoft Excel and basic Word and Outlook</li> <li>• Organised and methodical with good attention to details</li> <li>• Analytical with ability to think laterally in problem solving</li> <li>• Good written and verbal communication</li> <li>• Ability to communicate confidently and comfortably about own personal faith</li> <li>• Leadership &amp; administrative skills</li> <li>• Training skills, coaching and mentoring people</li> <li>• Excellent written and verbal communications</li> <li>• Computer literate in financial management software</li> <li>• Ability to lead, participate and facilitate in collective staff prayer and bible study</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced skills in Microsoft Excel</li> <li>• Proven skills in organizing and conducting trainings</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Committed evangelical Christian</li> <li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement.</li> <li>• Honest with excellent integrity</li> <li>• Quick learner &amp; teachable</li> <li>• Team player</li> <li>• Diligent and organised</li> <li>• Willingness to travel and live in a basic settings</li> </ul>	<ul style="list-style-type: none"> <li>• Networking</li> <li>• People developer and motivator</li> </ul>

**How to Apply:**

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office in Aweil- detailing your experience for the post and include daytime telephone contact to [juba-afm@tearfund.org](mailto:juba-afm@tearfund.org) , [southsudan-hrm@tearfund.org](mailto:southsudan-hrm@tearfund.org) and [Aweil-senioradmin@tearfund.org](mailto:Aweil-senioradmin@tearfund.org) . The subject matter of your email should be the title of the job you are applying for. The closing date: 5<sup>th</sup> May 2017at 5:00pm. **This position is an urgent fill so candidate's applications**

will be reviewed on an ongoing basis and not necessarily at the closing date. Only shortlisted candidates will be contacted for interviews.

*Approved  
advertising  
by Public  
Office*



A circular official stamp in blue ink. The outer ring contains the text "AWEIL STATE" at the top and "DEPARTMENT OF PUBLIC SERVICE" at the bottom, separated by two stars. The inner ring contains "MINISTRY OF FINANCE & PUBLIC SERVICE" at the top and "DIRECTOR'S OFFICE" at the bottom. In the center, there is a handwritten signature in red ink and a red date stamp "21 APR 2017".