



Communication for Peace in Diversity.

ADMIN & FINANCE OFFICER



Background

AMMALNA is a South Sudanese national organization registered by Relief and Rehabilitation Commission (RRC). AMMALNA is committed to promote a culture of peace and reconciliation in communities by supporting inclusive dialogue, drama, street theatre, outreach activities, radio, art, music, culture and capacity-building. It is dedicated to building communities of peace using gender and rights-based approaches. Ammalna is looking for a talented and well experienced South Sudanese Admin and Finance officer in its Juba office.

POSITION	Admin & Finance Officer
DEPARTMENT	Admin and Finance Department
REPORTS TO	Executive Director
EXPECTED START DATE	As soon as Possible

I. Purpose of the position

The Admin & Finance Officer is primarily responsible for the efficiency and effectiveness of the administration (including HR) and financial coordination components of Ammalna South Sudan office, with the direct responsibility of performing the following:

II. Tasks and responsibilities

FINANCE & ADMIN

- Ensure the financial management routines and systems are respected, and that Ammalna's regulations, policies and standards are adhered to, in a timely manner and in accordance with quality and policy requirements.



- Manage the office day-to-day accounting functions including regular cash verification, bank and balance sheets, accounts reconciliation, monthly closing, timely submission of financial reports to ED and donors.
- Maintain up-to-date accurate accounting system, including computer data entry and paper file system.
- Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all money
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Administer the payroll in order to ensure that employees are paid in an accurate and timely manner
- Assist in efficient and effective office management
- Makes payments including monthly staff salary, labour charges, internet subscriptions, income taxes, social insurance and all other project costs;
- Conduct procurement price comparisons and follow up of consumables required for the project
- Manages vehicles maintenance schedules, fuel and general service.
- Manages stock quipping records including Asset issue form, asset register and tags.
- Follow up on maintenance of Ammalna's equipment (motor bikes, vehicles, generator etc.
- Performs other duties as directed by the management/supervisor

NON-SPECIFIC RESPONSIBILITY

Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the supervisor, or the ED.

III. Competencies

Required skills & Qualifications

- Minimum 3 years of practical experience in finance, HR and administration.
- Bachelor's degree from a recognised university in Finance, Accounting, Administration or related field required.
- Experience in the use of Quick books accounting software is desirable.
- Experience in financial and staff management
- Computer literate with a comprehensive knowledge of MS Excel & accounts packages
- Ability to work under pressure often to strict deadlines.
- High energy and flexibility to changing circumstances.



- Significant and demonstrable technical knowledge across the following technical finance and administration disciplines:
 - Financial management
 - Good experience of implementing organization policies and procedures.

IV. Application Process

- Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID electronically to: **info@ammalna.org** not later than **04th April 2017**; **Address:** Plot 152, Block 3K South, 2nd class, Hai Tongping Residential Area, Juba, Republic of South Sudan; 0924178748
- The position is open only to South Sudanese nationals.
- Only shortlisted candidates will be contacted and applications submitted will not be returned.
- **WE DON'T ACCEPT HARD COPIES**

Note: A detailed job description will be provided to the selected candidates

