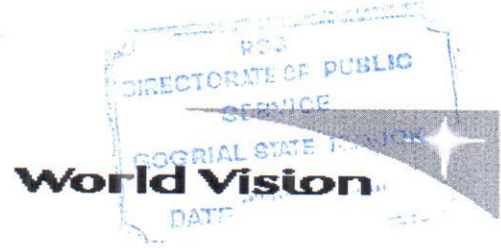




Approved by Labaw Office

Kuajok- 12-4-2018

CKK-PIA



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

“Women are encouraged to apply”

Job title: Finance Officer

Reporting to: Zonal Finance Manager

Location: Kuajok

Availability: As soon as possible

Purpose of the position:

To ensure accurate and timely entry of accounting information and preparation of basic accounting records for good corporate financial management in accordance with World Vision Finance Manual. Appropriately review accounting records to ensure they are in line with grant requirement, set up and maintain physical control and record keeping systems for all grants fixed and movable assets, in accordance with local and international WV policies.

Major Roles and Responsibilities:

- Prepare/Review Deposit, Journal Vouchers and Cash Disbursement Vouchers
- Review all purchase requisitions for grants, Costs centers as per approved budgets
- Review coding on vouchers for valid account, cost center, donor combinations and if not the originator, recommend necessary adjustments to originator
- Ensure proper documentation, filing, referencing and review of employee expenses reports
- Timely payment of suppliers in the zone and accurate CVLs
- Accurate capture of data in Sun Systems and ensuring that all payment documents are stamped “Paid”
- Update the Daily Cash flow on a daily basis to monitor daily cash and bank balances
- Reconcile the daily cash flow to the Sun Systems Cash book on a monthly basis
- Proper custody of Cash within the Zone
- Update the grants assets registers, coding verification, and reconcile with the sun ledger
- Update and reconcile field advances (175 Acc) for the zone
- Facilitate External and internal audits and implementation of audit recommendations
- Any other duties as may be assigned by the supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

Education/Credentials

A Diploma/Degree in accounting or related field of qualification will be required. Studying towards a professional accounting such as CPA/ACCA/CIMA would be an added advantage

Experience

Requires a minimum of 3 years accounting experience
Some experience with NGO is preferred

Critical Knowledge, Skills and Abilities

- Knowledge of accounting principles, financial systems
- Good knowledge of MS Office, Lotus Notes and computerized accounting systems.
- Ability to work effectively with minimal direction
- Good communication skills in English (oral and written)
- Ability to work in and contribute to team building environment
- Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environments and physical hardship conditions with limited resources

Preferred

- World Vision experience.
- Previous relevant experience.
- Experience with Sun Systems accounting software.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Closing date for receiving applications is: 26th April 2018

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.



Approved
[Signature]
12-4-2018

