



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Roving Finance Officer

Location: Juba

Grade & Level: C Zone 2

Contract Type: 01 Year (Extendable)

Number of post: 1

KEY RESPONSIBILITIES

- Ensure that all balance sheet accounts are reconciled monthly and follow-up on old and large items to ensure that these are resolved. No item older than 1 month should appear in the balance sheet unless with a proper reason shared and agreed upon by the Finance Manager. Always alert on any entry in the balance sheet.
- Responsible for payroll preparation for national staff.
- Ensuring that all the financial transactions for each reporting period are processed within PeopleSoft in a timely and accurate manner and to agreed deadlines.
- Reviewing the programme accounts and ensuring that corrections and necessary re-coding of expenditure is done promptly.
- Support the Finance Manager in the preparation and monitoring of all Programme budgets, including following up with Programme Managers on budget variances and agreeing corrective actions
- Work with the Finance Manager to produce quality finance reports for the Programme and maintain accurate records of all financial transactions

- Carry out field visits to support Finance Officers and Programme Managers on financial management issues as well as capacity building of the finance staff
- Maintain close links with the Programme bankers ensuring that any discrepancies and other problems are resolved in a timely manner. Monitor the Programmes cash flow and ensure that funds are requested in a timely manner to facilitate the smooth flow of programme activities including ensuring that money transfers to the field locations is done promptly.
- Ensure proper invoicing/re-charging of other Oxfam offices for expenses incurred by the Programme and staff for any private use of Oxfam resources
- Ensure that all expenditure incurred is in accordance with approved budgets and OPAL projects.
- Any other task that shall be assigned by the line manager from time to time.

SKILLS AND COMPETENCIES

- Minimum four (4) years accounting experience in providing a wide range of accounting and financial services, ideally within an International NGO.
- Recommends and implements improvements
- High level of initiative
- Responsible, flexible and adaptable.
- knowledge and experience of donor financial reporting requirements, donor contract management
- Demonstrable experience in handling significant budgets
- Education to first degree level and a full accountancy qualification
- An appreciation and understanding of financial and accounting systems, procedures and processes
- Ability to prioritise own workload, to work independently and a commitment to work to strict deadlines
- Proven knowledge and experience of working with computerised accounting packages and spreadsheets
- High level of numeracy, accuracy, attention to details and analytical skills
- Ability to work under pressure
- Ability to work effectively with others across teams and with competing demands
- Good interpersonal skills and ability to work in a multicultural environment
- Drive to achieve results
- Excellent written and verbal communication skills and ability to present information and concepts clearly
- Commitment to Oxfam's values, aims and philosophy

Deadline for submission of applications is 23 January 2019. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

NB: This position is open to all and women are strongly encouraged to apply.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.