

The logo for The Radio Community features the text "The Radio Community" in a bold, sans-serif font. "The" is in green, "Radio" is in white, and "Community" is in blue. The text is centered on a red rectangular background.

# The Radio Community

**Vision:** A country where people can make informed decisions about their lives

**Mission:** Sustainable radio stations that inform, educate and entertain

**Values:** Accuracy - Fairness - Independence

## JOB DESCRIPTION

Job Title: Finance/Business Support Assistant  
Location: Juba, South Sudan  
Supervisor: Business Manager

The Radio Community (TRC) has been established as a 100% South Sudanese national NGO to manage a network of small FM radio stations across the country. With a commitment to community-based public service broadcasting, The Radio Community receives core funding and technical support through the USAID Strengthening Free and Independent Media in South Sudan (i-STREAM) program. Starting in July 2016, the first four (4) Business Support team positions will be hired, to help start-up the organization in preparation for the transition of its member stations' staff to The Radio Community in 2017. Based in Juba, the Business Support team will provide centralized administrative support, oversight and services to member stations in the areas of finance/accounting, human resources, operations and sales/marketing. Supporting this transition to local ownership, an international team of advisors will work side-by-side with TRC national management and staff, providing support, training and mentorship to build management, programming, technical and business support capacities, as well as organizational and financial sustainability.

### GENERAL FUNCTION

Reporting to the Business Manager, the Finance/Business Support Assistant will support implementation of finance/accounting activities include daily, weekly, monthly, quarterly and annual core accounting duties (payroll, bookkeeping, reporting, banking, vendor payments, sales invoicing/revenue, etc.).

- Strives to provide the highest level of internal customer service to the stations and across the organization.
- Ensures the consistent application of TRC procurement policies and procedures, as well as compliance with external donor requirements and with current legislation and statutory requirements.
- Maintains audit-ready files and ensures that all necessary documentation is kept at the hub and/or at station levels, according to TRC policies and procedures, in electronic and hardcopy file systems.
- Ensures practical application of organization's vision, mission and values, stewardship of resources, adherence to the highest ethical standards and to all TRC policies and procedures.
- During the organization's start-up phase, duties and responsibilities may be revised to best meet the organization's needs.

### SPECIFIC DUTIES AND RESPONSIBILITIES

- Performs the bookkeeping functions including maintenance of the general ledger, accounts payable, accounts receivables, credit control and cash management.
- Implements payroll functions to ensure that staff are paid in a timely and accurate manner.
- Supports preparation of monthly reconciliations of bank accounts and all month-end checklist tasks.
- Supports preparation of timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Processes transactions and payments ensuring accurate data entry, documented in a timely manner and with proper approvals in compliance with established policies and procedures.

Date Advertised: 18 May 2016

Closing Date: 6 June 2016

- Assists Business Manager in station-level financial management, including cash transfers, voucher review and management, cash counts, and month end reconciliations. Ensures adequate cash is available in the office and at the station-level.
- Ensures the timely processing of payments to staff and vendors.
- Manages petty cash/payments and recording of all transactions in the manual cash books.
- Under the direction of the Business Manager, handles banking transactions (deposits sales collections, withdraws petty cash replenishment, requests statements, etc.) and payments/tasks with the revenue office, etc. as required.
- Prepares documentation for submission to the Business Manager for review.
- When assigned by the Business Manager, provide assistance and/or cover support across the Business Support function in the areas of HR, operations and sales/marketing.
- Performs other duties as assigned.

#### QUALIFICATIONS

- As a mission-driven organization, The Radio Community is looking for candidates who:
  - Share our vision, mission and values, and demonstrate that commitment through action – both on and off air
  - Place listeners at the center in everything we do.
  - Bring a problem-solving, solutions-oriented attitude.
  - Demonstrate a willingness to learn and grow - to learn from mistakes and from each other (whether a manager, subordinate, peer, colleague or advisor).
  - Take pride, ownership, accountability and responsibility in your core work and the collective work of our organization.
- University degree in Finance, Accounting, Commerce, or Business Management/Administration, other relevant degree or equivalent experience. Demonstrated core accounting skills are essential.
- A minimum of 2-3 years of relevant working experience.
- Practical knowledge of QuickBooks or similar accounting application is highly preferred.
- Strong computer skills, specifically in Accounting and Payroll software, MS Word, Excel, and Outlook.
- Resourceful in fulfilling the finance/accounting function, ensuring the most effective support to/across other teams and providing a high level of internal customer service to the member stations.
- Systematic and good administrative skills.
- Demonstrate ability to work in high pressure environment with an ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- A team player with excellent people skills.
- Ability to travel within and spend time at member stations in South Sudan outside of Juba.
- Willingness to work on a flexible schedule to meet goals and deadlines.
- Professional written and verbal communication and interpersonal skills.
- Fluency in English (written and spoken); Arabic and local languages a plus.
- This position is open only for South Sudanese nationals. Female candidates are encouraged to apply.

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so too may the essential functions of the position.*

#### How to Apply:

- Interested candidates who meet the specific position requirements should submit a cover letter, current CV and a copy of Nationality ID card (as one file). In your cover letter:
  - Clearly indicate which position you are applying for, why you are interested in working for The Radio Community, and how your experience and qualifications have prepared you for the role.
  - Remember to include a telephone number and email so we can contact you.
- Email your application to [hr@theradiocommunity.org](mailto:hr@theradiocommunity.org) (preferred) or submit in hard copy to: Chris Marol at The Radio Community office (located next to the Eye Radio compound at Jebel Korok).
- Deadline: 5:00 PM, 6 June 2016
- Due to the urgency of the recruitment, applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted. Applications are not returnable. Please do not submit your original certificates.