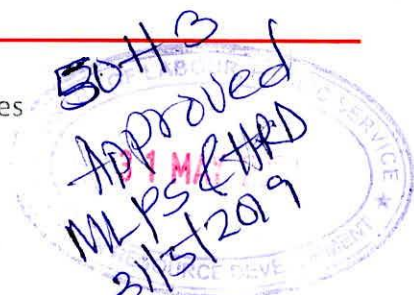


Vision: A country where people can make informed decisions about their lives

Mission: Sustainable radio stations that inform, educate and entertain

Values: Accuracy - Fairness - Independence

50113
Approved
MLPS & HRD
31/5/2019



JOB DESCRIPTION

Job Title:	Finance Officer
Location:	Juba, South Sudan
Reporting	Business Manager
Date of Issue:	May 31, 2019
Deadline:	June 21, 2019

The Radio Community (TRC) is a South Sudanese national NGO that manages a network of six radio stations across the country. With a commitment to community-based public service broadcasting. The Radio Community is established in 2015 as 100% South Sudanese NGO with support from INGO partner Internews.

Reporting to the, the Business Manager, the Finance Officer performs finance/accounting activities, and other Business Support functions of The Radio Community.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Under the direct supervision of the business manager, implement all finance and accounting activities include daily, weekly, monthly, quarterly and annual core accounting duties (bookkeeping, reporting, banking, vendor payments, sales invoicing/revenue, etc.).
- Maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Maintain and manage office petty cash with bi-weekly petty cash report and also reviews station cash reports as witnessed by the business manager.
- Ensure all project activity advance disbursements are fully liquidated with adequate supporting documentation and approvals.
- Prepares vendor payments for cash & bank ensuring that TRC procurement procedures are fully adhered to.
- Ensures standard financial internal controls are maintained.
- Under the supervision of the Business Manager, monitors bank and other account balances. Assist in managing cash flows and preparing forecasts in accordance with TRC policies and procedures, reporting regularly to the Business Manager on status and recommended actions.
- Prepares monthly reconciliations of bank accounts and assists in all organization-level month-end checklist tasks.
- Preparing and maintaining accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- With support from business manager, assist in preparing for and coordinating audits (desk/internal and external), ensuring audit-ready files are maintained across the organization. Promotes positive relations with partners, clients and vendors/suppliers.
- Works with operations coordinator on matters of operations, procurement, inventory and logistics.
- Performs other duties as assigned.

Other duties



Together with HR Officer, ensures that staff complete and send their timesheets on monthly basis. Ensure all staff acknowledge receipt of their monthly salary by signing all payslips.

Applied Skills/Knowledge & Expertise

- Must have a degree or diploma in Accounting, Finance or Specialized knowledge of Finance
- 2 – 3 years of working experience in related field.
- Knowledge of QuickBooks use will be an added advantage.
- Should be very Fluent in Verbal and written English
- Proven ability to address a small range of straightforward Financial Issues.

Good working knowledge of Microsoft office (Word, Internet, Excel & Access).

Competency Profile

Build partnerships

Work in a reliable, helpful and cooperative way with all colleagues and provide help to others without needing to be asked. Willingly participate in team work and contribute ideas, including those that may be beyond your own or your team's role.

Communicate effectively:

Communicate clearly and concisely, verbally and in writing. Pass on a clear message or information promptly and accurately. Ask additional questions to clarify when needed.

Steward resources:

Use resources economically, whether these are TRC or wider environmental resources. Recognise that time is a resource and take responsibility for managing your time effectively.

Deliver results:

Agree your work plan, keep track of your own progress and keep others informed. Check the quality of your own work and deliver to expectations. Seek clarification and support from your manager when needed and to ensure appropriate sign-off.

Realise potential:

Question and ask for information and advice to address your own knowledge and skills gaps in order to learn. Regularly ask for and act on feedback on own performance. Assist others by showing how to complete tasks.

Strive for improvement:

Demonstrate openness to change. Respond quickly and helpfully to new initiatives. Find ways to make improvements in your work. Show initiative when faced with problems. Willingly share knowledge and information that may help others.

HOW TO APPLY: Interested Applicants who meet the above requirements should submit their expression of interest, resume containing at least three referees with their full contacts and ONLY Copies of Nationality ID, Academic documents & relevant certificates addressed to: HR hand delivery to TRC Office at Afex River Camp Stadium Road, Off Cemetery Road or via Email: HR@theradiocommunity.org The Radio Community . *The position must be clearly indicated in your subject-line or email. Please note that TRC is an equal opportunity employer however this position is limited to*

- Open to qualified South Sudanese nationals only and female candidates are encouraged to apply!
- Only candidates shortlist candidates will be contacted for interviews.

