



World Vision

***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 role below:

'Female applicants are highly encouraged to apply'

Job title: Assistant Admin/Finance Officer
Reporting to: Team Leader
Location: Ulang – Greater Upper Nile Zone
Availability: As soon as possible

Purpose of the position:

This position is required to secure the Warehouse by ensuring that the facility is well protection from any unauthorized persons and or animals. Any willing strong and competent applicants is encouraged to apply.

Major Roles and Responsibilities:

- Manage petty cash for Ulang office including the accurate entry of data in voucher interface
Payment of monthly staff salary
- Ensure there is always petty cash available and that petty cash payments are done on time.
Reconcile physical cash and records weekly. Ensure documents are stamped "PAID" once payment has been executed.
- Safe-keeping of cash and ensure prompt banking of the same
- Facilitate the safety of accountable documents and valuables
- Facilitate the proper dispatch of cheques from suppliers
- Manage the filing system for finance Department. Ensure proper filing system is in place, keep safely and in sequential order of all finance documents include JEs, CDs, DVs.
- Be a Key Player in the issues of Financial Accounting to ensure full compliance with our internal and donor requirements
- Ensure that World Vision policies and procedures are adhered to as per the Field Finance Manual (FFM) and Guidelines
- Prepare monthly reconciliation of Cash Book and Sun system Ledger.
- Ensure that all payments made from Ulang office are well documented and have all relevant backups and approvals and that they are accurately done.

- Respond to Internal Audit queries regarding Ulang office financial management aspects and documentation.
- Maintain and update a fixed asset register for all Ulang fixed assets and produce for use by the management quarterly fixed assets reports.
- Submit to Juba National Office monthly journals for review and approval and ensure that all journals are filed in an orderly manner.
- Ensure that the residential area is kept tidy and clean at all times.
- Develop, set up and document office secretarial systems related to filling of documents, records management, communications (telephone, fax, radio and correspondence) supplies management and basic office services
- Ensure that the sanitary supplies are available for house keeping
- Ensure that the office is clean and kept tidy

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum of Bachelor's Degree or a Diploma in Business Administration or equivalent.
- Minimum of 2 years working experience, with an international NGO.
- Knowledge of generally accepted accounting principles, a practical knowledge of financial systems and internal financial controls.
- The candidate must have formal basic writing and reading skills
- Must be strong and mature person with at least some experiences in the similar roles.
- A good communicator who is willing and able to work as an active member of the team.
- Good presentation and communication skills for a number of different audiences.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values.

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

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 or drop to the locations indicated above.

Closing date for receiving applications is: 5th December 2018

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

