

Job Title: Finance Officer

Position: 1

Department: Finance

Reporting to: Project Manager

Direct Report to: None

Indirect Reports: None

Duty Station: Juba

Contract Duration: 6 months

Closing Date: 17 June 2017

**ORGANISATION BACKGROUND**

Rural Women for Development (RWD) is a national umbrella Organization for empowerment of rural and urban women in South Sudan formed under the non-governmental organization Act of 2016 under the Relief and Rehabilitation Commission (RRC) South Sudan. RWDSS works in the following sectors: Food Security and Livelihood; WASH/Health; Gender/ Education; Peace Building; and Capacity Building for women.

**JOB PURPOSE**

Under direct supervision of Project Manager, the Finance Officer will perform a wide range of complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult accounting analyses and reports; and performs related duties as assigned.

**KEY DUTIES AND RESPONSIBILITIES**

* Contribute to the effective running of the Project, providing financial and administrative support to the Project Manager.
* Support the Project to ensure that best value for money is achieved from all purchases; value for money meaning getting what is required in the correct quantity, quality, time and best price.
* Provide effective and efficient management of the project finances, including aspects of budget setting and monitoring, procurement, income receipt, invoicing and processing claims procedures.
* Assist in the day to day accounting procedures and recording of all financial transactions accurately on the financial software.
* Monitor expenditure against budget headings and report any variances to the Executive Director.
* Assist in the monitoring and development of effective systems of financial accountability and control in line with RWDSS’s financial requirements.
* Assist the Executive Director with matters relating to accounts and audits regarding preparation and audit of annual accounts.
* Work closely and in confidence with the Executive Director to ensure that the Project meets statutory requirements (if any).
* Process all orders and invoices ensuring that the RWD complies with the authorisation levels as prescribed with the internal financial procedures.
* Deal with queries relating to payments and deliveries.
* Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors.
* Raise cheques and transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved.
* Process all petty cash requests, input transactions and produce reports as required,
* Maintaining of a proper filing system for all financial records and documents.
* Perform any tasks as assigned and necessitated by the project

**QUALIFICATIONS AND EXPERIENCE**

* University degree in Business Administration with Accounting option or relate field
* 2 -3 years of relevant experience in a similar position preferably in an NGO set-up.
* Experienced in application of a computerized accounting systems e.g. QuickBooks and sun system
* Proficient in MS-Word, MS Excel and PowerPoint
* Experience in budget preparation and preparing financial reports
* Good knowledge of English
* Good knowledge and experience in auditing
* Demonstrated high level of integrity to manage petty cash and to process payments.

**HOW TO APPLY**

Interested and qualified candidates should submit application letter and CV plus 3 names of referees via email addressed to: [ruralwomenfordevelopment@gmail.com](mailto:ruralwomenfordevelopment@gmail.com) clearly indicating the job title ‘**Finance Officer**” on the subject line or envelop. Or Hard copy of applications and CVs can be brought to the office of Rural Women for Development, next to former MTN office in Gudele 1; telephone 0954 536 764. Due to the urgency of the recruitment, long-listing and shortlisting will begin before the closing date. Only short-listed candidates will be contacted for interviews. This is a national position and qualified females are highly encouraged to apply. RWDSS is an equal-opportunity Organisation and does not discriminate on the basis of gender, ethnicity, race, religion or political affiliations.