



Job Advertisement

Job Title: Administration Finance Officer

Duty Station: Juba

Duration: 6 Months

Start Date: April 11th, 2016

Vacancy: 1



Background:

OVCI la Nostra Famiglia is an Italian NGO. Its mission is:

1. to set up initiatives to develop the human, social, technical and sanitary aspects of developing countries, promoting the development and autonomy of the people in developing Countries, with particular attention to integrating the people with disability
2. Raising awareness and a sense of responsibility towards the problems of mankind, especially in developing Countries.

Since 1983, OVCI has been present and active in Juba, upon request of the Bishop of Khartoum and of the Archbishop of Juba. The aim was, and still is, the implementation of activities focused on basic health, education and rehabilitation for children with disability.

South Sudan Women with Disabilities Network (SSWDN) is a national civil society organization that was formed to advocate for the rights of women and girls with disabilities in South Sudan. It's a network that represents women with disabilities from a number of other DPOs. It provides a platform for women with disability to engage as equal citizens in the Republic of South Sudan.

OVCI and SSWDN are implementing a project called **"Promotion of Human Rights of People with Disabilities in Juba County through the enhancement of socio sanitary condition"**.

In the framework of this Project we are looking for an enthusiastic and motivated **ADMINISTRATION FINANCE OFFICER** to support the ordinary running of the activities of the whole Project keeping all the accounts and preparing financial reports and audits.

Duties and Responsibilities:

- Review field finance reports and supporting documentation, bank reconciliations, accounts receivable and other financial data received from field operations
- Prepare journal entries and invoices, and posts into accounting systems
- Prepare monthly project financial reports and provide assistance in interpreting financial reports to program and field staff
- Prepares the monthly cash analysis for the programs
- Prepare assigned financial reports for programs quarterly and/or upon completion of program
- Reconcile assigned general ledger accounts each month for assigned portfolio
- Communicate and coordinate with field offices, providing HQ support responding to financial questions from field staff, and providing mentoring as needed
- Investigates issues/problems, makes approved adjustments and corrections in financial systems as needed
- Monitors actual expenses against budget and provide variance analysis as required
- Prepare assigned yearly audit schedules
- Takes initiative to constantly seek out opportunities for learning and training to increase own capacity
- Manages start up finance process for new projects, including travel to the field offices for the finance start up training
- Manage official final close out process for closed projects and submit appropriate documents to donor
- Participate in the proposal team meetings for the project budget and accounting codes
- Perform miscellaneous tasks and other duties as assigned.

Qualifications:

- Bachelor's degree in accounting, finance or related field
- At least three or five years of professional experience in a national or international development accounting; or equivalent combination of education (Bachelor's degree) and relevant experience
- A minimum of three years' experience with the technical and operational requirements of EU funding agencies and others.
- Demonstrate proficiency with MS Excel spreadsheet skills
- Accounting software user experience required

- Thorough knowledge of and experience with standard federal grants, contracts and cooperative agreement terms and their application to the billing process
- Submit before audit requirements preferred
- Ability to multi-task, work well with others, meet deadlines, respond to changes in priorities, and work in rapidly changing, deadline driven environment
- Excellent written and verbal communication skills and strong organizational skills
- Strong problem-solving and analytical skills required
- Demonstrated success in working independently, taking initiative, setting priorities and seeing projects through to completion
- Strong service-focused orientation; must work well and respectfully with field office personnel
- Ability and availability to travel to start up and close out the projects.
- Applicant must be flexible, honest and a respectful person.

Please Note: Knowledge of communication skills in Sign Language is an added advantage.

Interested candidates should submit their applications and updated CVs from April 11th, 2016 by April 19th, 2016

- by email to sswdnetwork@gmail.com
- or by Hand delivery:
 - To SSWDN office at Hai - Mayo Opposite the University of Juba
 - To Cristina Paro, OVCI office (Usratuna Compound) - at Hai Commercial

Note: This position is open to South Sudanese nationals only. OVCI and SSWDN encourage both female and male with or without disabilities to apply.