



## VACANCY ANNOUNCEMENT

### FINANCE OFFICER

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan (Jubek, Lol and Northern Leich State).

Concern South Sudan is looking for a suitable candidate to fill the position **Finance Officer** to be based in Juba, Jubek state with frequent travel to Bentiu Northern Leich State.

#### Duties & Responsibilities:

- Review on monthly basis all balance sheet accounts and prepare balance sheet reconciliation statements to be signed off by CFC before management accounts are finalised.
- Ensure that the reconciliations of Balance sheet accounts contains only valid reconciling items which are clearly explained and analysed
- Prepare schedules to follow up monthly Payroll tax and withholding tax and ensure that tax returns are filed on the 10<sup>th</sup> Month every month.
- Review, update and track Staff NSSF and International staff Personal account on monthly basis
- Review field offices bank books and cashbooks Officers on a monthly basis, ensuring that all payments are authorised, have sufficient documentation; codes are correct, descriptions are appropriate and exchange rates are in line with procedures.
- Collect on monthly basis data and information from field offices and Juba that are required to facilitate allocation of Support costs and other shared costs (e.g., Prepayment adjustments journals, Fuel distribution, and mileage and timesheet records).
- Prepare of different monthly standard journals to be despatched to HQ
- Track South Sudan program generated recharge to other country programs including preparation of schedules, distribution to relevant countries for acceptance and follow up where necessary.
- Ensure that proper filing and archiving of signed hard copies of the cashbooks, journals, Bank reconciliation, cash count, balance sheet reconciliations, and other documents.
- Review transactions presented to finance for payment, ensuring they are well supported with the necessary documentation. Check and verify computation for different taxes, statutory deductions and tax from the purchase of goods and services, and compliance with the Government rules and regulations.
- Induct staff on existing finance manual, logistics manual and any other documentation/communication on systems/procedures and notify staff of any changes in financial procedures that affect them.

- Provide external auditors with documented schedules of Balance sheet accounts and support audit facilitation process
- Support Budget holders in explaining contents of Management accounts ; documenting feedback on the management accounts; preparing journals of reclassification to be approved by CFC
- Liaise with logistics department and act as finance focal point for all fixed asset matters, engage in in annual physical count of fixed asset verification of fuel and other stocks

#### Requirements

- Bachelor Degree in Finance or Accounting
- Part-qualified or currently pursuing ACCA Preferred.
- Computer literate with a comprehensive knowledge of MS Excel & accounts packages
- Excellent oral and written English communication skills
- Ability to work under pressure often to strict deadlines
- Proven attention to details

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment. And
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

#### HOW TO APPLY

1. Interested Candidates are requested to submit their Applications , Updated CVs not more than 3 pages and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme Juba Head Office not later than 1<sup>st</sup> August 2017 or email it to: [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net)**
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

