



YEI TEACHER TRAINING COLLEGE
Hai Mission, Old Mission Road, Yei Municipality
Republic of South Sudan

Vacancy Announcement

About YTTC: Yei Teacher Training College is one of the fastest growing teacher training colleges in South Sudan. It has trained primary school teachers in South Sudan since 2001. Working closely with the Ministry of Education Science and Technology (MoEST) and many Education Partners in the country, the college receives students from all the states of South Sudan and beyond.

The College is seeking to recruit a **Finance Assistant**, based in Yei, South Sudan. The job holder reports to the Finance Manager. Find out more about the College and its achievements at www.yeittc.org.

Purpose of the Role: Ensure the effective financial management of YTTC

Benefits: Medical Scheme, Holiday entitlements, Gratuity

Main Areas of Responsibility:

- Keep financial books and records accurately
- Prepare monthly requisitions in a timely manner
- In liaison with the Finance Manager ensure smooth and timely flow of funds.
- Pay staff and creditors in a timely manner in accordance with approved legally valid claims.
- Assist the Finance Manager in maintaining sound financial systems in the College.
- Prepare cheque vouchers - for cash drawings and payment of suppliers when they fall due, ensuring that all relevant documentation is available and following up to receive acknowledgement.
- Contributes significantly to the ongoing process of continuous improvement of the financial management system and the internal control.
- Collaborate with various YTTC colleagues in the execution of the responsibilities laid out in this Job Description. In the interest of team work and growing the College, perform other additional duties from time to time as required by the College management.
- Assists the Finance Manager with information needed for audits purposes and to ensure that the system of internal control, established is adequately adhered to.

Qualifications:

- BCom. or BBA/Bsc. majoring in Accounts or Finance.
- At least 2 years experience in a similar position
- Working knowledge in at least one computerized accounting package
- Willingness to work in stressful environment and on tight schedules
- Demonstrated knowledge of financial policies
- ONLY South Sudanese Nationals

Closing date for receipt of applications will be on 5 August, 2016. Please send your resume, cover letter and all copies of academic documents to hr@yeittc.org, with copy to principal@yeittc.org. Use subject line "Finance Manager". Female applicants are particularly encouraged to apply for this role. Only short-listed applicants will be contacted.