**Position Advert: for Finance Officer**

**Vacancy: #One (1)**

**Duty station: Juba with frequent travels to the field locations.**

**Date of the Advertisement: 13 Mar 2017**

**Start date ASAP**

**Reporting to: The Finance Manager**

Africa Development Aid (ADA) is non-governmental, non-political national organization registered in 2012 as humanitarian agency. It has been involving in provision of humanitarian assistance in the areas of Upper Nile and Jonglei. ADA is now looking for suitable candidate for fill the position of Logistics Officer to be base in Juba.

**Summary of Job description:**

The Finance officer will provide technical and professional supports to all ADA departments and Finance department in particular. You will be part of ADA’s dynamic team contributing to the effective and efficient financial Management processes relevant to ADA’s policies and donors required standard. The Finance officer will ensure that all day to day expenses are recorded and posted in their appropriate journals. You will provide supports to all projects activities under implementation in the areas of their Financial need. The officer will ensure that projects finances are spent as planned and implemented in accordance with agreed budgets and in conformity with the donors’ guidelines, and plans are coherent and well integrated into wider ADA’s programme.

**Main duties and responsibilities:**

1. Responsible for monthly financial close and reporting including standard financial statements and grant level reporting.
2. Assist Finance Management and Senior Management team with budget preparation, analysis, and forecasting.
3. Distribute account coding guidelines to staff and verify proper coding of vouchers received prior to data entry.
4. Manage cash flow, including timely fund requests to the Finance Manager.
5. Ensure that Annual audit is carried out in timely manner as required by the organization.
6. Maintain and monitor and effective ADA’s office filing system including; bank documents; withdrawal slips, transfer records, bank statements, invoices, timesheets, and payroll records.
7. Ensure that the internal control procedures and donors regulations are followed for all cash disbursements, receipts, transfers and include appropriate recording of expenditures.
8. Keep confidential information and is expected to act with utmost discretion and integrity.
9. Coordinates with sub offices accounting staff to collect, analyze and consolidate transactions for all financial matters.
10. Ensure effective management of service contracts and timely payments.
11. Ensure that authorization levels are respected in the approval of all payments prior to fund disbursements.
12. Work closely with HR & Admin Manager to ensure that ADA’s office payroll is done in compliance with national tax and labour regulations.
13. Manage timesheets for ADA’s office, ensuring entries submission, approval, accuracy, and filing.
14. Ensure the monthly payroll allocation entries are properly calculated, coded, and entered appropriately into accounting system, including review and approval of time sheets by the Executive Director.

**Experience and competence:**

* At least 2-3-year progressive professional working experience in the field of Accounting and Finance with INNGO, NNGO and or government institution.
* Ability to work in hostile environment and under intense pressure with the aim to meet a deadline.
* Ability to interpret and understand different complex finance issues.
* Coordinate with the entire departments to timely their financial needs in line with the budget (s) in line with financial and discipline.
* Sits on behalf of Finance Manager during the conduct of comparative bid analysis.
* The finance office must always keep record of any expenditure such as transport of and small amount paid to service provider and or staff members for any reason.

**Desirable qualifications:**

* Diploma or a degree in Accounting and Finance from a recognized institution of learning.
* The position holder must demonstrate formidable knowledge of accounting software
* Ability to interpret complex accounting solutions.
* Ability to prepare budget as well as write a narrative report as may be required.

HOW TO APPLY

Interesting candidates should send their Applications, updated CVs, copies of their passports, National IDs/birth certificates and scanned copies of their academic credentials to “HR & Admin Manager” Juba to [duop.cada@gmail.com](mailto:duop.cada@gmail.com) copy nelsonfred.cada@gmail.com and or brings hard copies of the same to ADA’s office Tongping, Opposite Catholic University along Kololo Road of Juba Nabari. Or call 0956727352.

1. This position is open only for South Sudanese!
2. Female candidates are also encouraged to apply.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

**Deadline for application will be 0n 30th Mar 2017 at 4:30PM**