



Job Advertisement

Finance Officer (3months) - Juba



Job Purpose: Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care. The Finance Officer supports many of the financial activities of the programme.

On a day-to-day basis the Finance Officer carries out a variety of accounting functions required to ensure the financial needs of the programme are met and that all financial transactions are carried out and recorded with integrity and in accordance with donor, HQ and field guidelines.

Key Responsibilities

Accounting

- Manage day to day accounting functions such as payments including regular verification and reconciling it with the related Field Connect balances, defining and managing financial needs and resources to ensure sufficient cash-flow and accountability.
- Execute bank payments (online banking and cheques), monthly bank reconciliations and ensuring strong internal controls.
- Paying supplier invoices either directly or in conjunction with colleagues and in accordance with agreements made.
- Ensure supporting documents for each level of expense are in line with Medair's procurement and financial guidelines before expenditure is incurred.
- Accurately post all the expenses to accounting systems and review it.
- Scanning all the finance documents for back-up purposes on regular basis.
- Any other task assigned by the supervisor.

Other Tasks

- Available and willing to assist in other Finance tasks and to act as a back up to other staff as needed; either within your scope as Finance Officer or other likeminded role
- Contribute actively to a united balanced team life, spiritually & professionally

II. Person Specifications

Essential

- Diploma in finance/accounting/ business administration
- Sound knowledge of logistical procedures
- 2-3 years in finance position
- Fluent oral and written English
- Oral Arabic
- Proficient in Microsoft Office Suite (especially Excel)

Desirable

- Bachelor degree in Accounting and Finance
- Studying for chartered accountancy degree (e.g., CPA/ACCA)
- Written and Oral Arabic
- Proficient with Accounting & Logistical packages e.g. QuickBooks, Account safe; payroll software.

Applications deadline: **23th August, 2018**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: recruitment@southsudan.medair.org Human Resources Department, Medair South Sudan, Theo Road, Hai Tongping.

Female are highly encourage to apply. Email applications are highly recommended

