



## ACTION FOR DEVELOPMENT

*"Working together to empower communities"*

Gudele P.O.BOX... Juba, Block 9 Munuki Payam

AFOD South Sudan invites applications from qualified persons for the position of **Project Finance and Admin Officer based in Yambio**. The position is full time for duration of 4 months and may be contracted upon receipt of an anticipated grant and renewed depending on performance and availability of additional funding from the Donor (**Vacancy number:** AFOD-SS-VA/010/2017).

**Background:** AFOD is a National NGO, supporting Health and Nutrition, WASH (Water, Sanitation and Hygiene), Education & child protection and Sustainable Community livelihoods and rehabilitation and development programs including humanitarian response in South Sudan since 2011. AFOD is currently implementing projects funded by the AFOD is currently implementing projects funded by the WFP, UNICEF, HPF and, FAO UNDP in Wau, Terekeka, Nyamuriang, Lol, Jubek and Gbudde states.

### **Purpose of the position:**

1. To provide basic technical support to project on financial matters
2. To provide basic administrative and office managerial services at field office

### **Key roles and responsibilities (Finance)**

1. Perform timely, accurate and complete book keeping for all financial transaction in the field office
2. Responsible for proper management of petty cash and recording all petty cash transaction in the petty cash book
3. To examine correctness of payment requisitions, completeness of documentation and certify requisition or, transactions for further processing;
4. To verify receipts, match and undertake reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
5. Conducting all bank correspondences including withdrawals, deposits, obtain day-to-day information on exchange and interest rates, changes in procedures and regulations, and any other matters pertaining to maintenance of bank accounts.
6. Follow up on grant reimbursement claims and ensures all necessary documents for validating claims are submitted promptly. Notify management of any issues delaying payment of such claims.
7. Preparing periodic financial statements and reports for the field office
8. Contribute in preparing expenditure estimates (budget) for the field office
9. Verifying and approving payment in the field office prior to authorization



10. To compile accountability returns, verify and retire advance ledgers;
11. Contribute to preparation of timely donor financial reports;
12. Reconciling bank statement and cash book;
13. Answering audit queries and inquiries

### **Key roles and responsibilities (Admin)**

1. Facilitates the maintenance of office premises, equipment and furniture in good condition.
2. Facilitates the maintenance of automobiles (vehicles and motorcycles) and Generator in good condition.
3. Coordinating security of office premises, equipment and automobiles
4. Distributing office equipment , furniture and stationaries
5. Keeping and maintaining inventory of issued office equipment and materials
6. Office cleanliness and orderliness maintained
7. Supervise performance of support staff like Guards, Drivers and Cleaners
8. Organizing venues for meetings and office functions.

### **Qualification**

1. Bachelor degree in Accounting and Finance, Part qualification in professional accounting like ACCA, CPA will be added advantage
2. Experience working in Non-governmental organization or other reputable organization.
3. Knowledge of financial reporting policy and guideline for US government funds is desirable
4. Intermediate level skills of Ms office applications like excel and word
5. Excellent communication skills.
6. Ability to work and perform properly in tight schedules

**Remuneration:** An attractive package will be offered according to AFOD salary scale.

**Applications submission:** Applications from qualified South Sudanese nationals, accompanied by updated CV in English should be sent to the address below not later than 6<sup>th</sup> July, 2017; Human Resource Officer, AFOD South Sudan Country Office, Gudele, Juba or Email: afodsouthsudan@gmail.com.

**NB:** Due to the urgency of the position, Applications will be reviewed on regular basis hence the position may be filled before the expiry date of the Advert.

Only shorted listed candidates will be conducted for an interview.

