

Approved
 Labour - HR/RS
 11 SEP 2017
 11/9/2017
 HUMAN RESOURCE DEVELOPMENT



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Position Title	Finance and Admin Officer
Duty Station	Juba, with limited travel to sub-offices
Start Date	As soon as possible
Reporting to	Finance and Administration
Budget Responsibility	None, but has central coordination role with various sectors

About FCA.

Finn Church Aid (FCA) is a Finland's biggest development cooperation organization and the second biggest Organization in Finland working in Humanitarian Aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of Faith based Development and Humanitarian Aid organizations forming one of the world's Aid organizations. FCA is currently looking for a dedicated and motivated individual to join the Juba team.

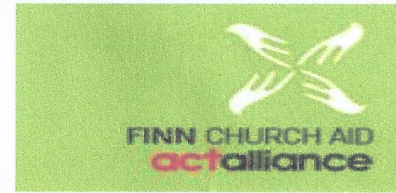
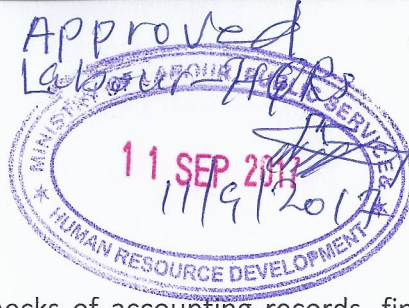
Summary of the Role:

Provide general financial and accounting functions which include consolidating monthly sub-office cash flow requests; manage office payment and compliance with FCA routines and internal controls; data entry of duly approved and well supported office and project expenditures and timely completion of head office monthly report package. Under the direct supervision by the Finance and Administration Coordinator (FAC), the post holder will work closely with programme team to ensure smooth operation of the FCA country programmes and will stand in for the Finance and Admin Coordinator during absence.

Duties and Responsibilities:

Finance

- Provide accounting support to project staff while ensuring compliance with internal controls, donor regulations and budget restrictions.
- Record accounting transactions including ensuring accurate coding of payment vouchers before making payment
- Conduct regular data entry in QuickBooks in strict adherence to FCA internal coding of expenses.
- Maintain complete set of books of account according to the principle of accounting and real-time update of the cashbook ledgers.



- Conduct regular checks of accounting records, financial statements or other financial reports to assess accuracy, completeness and conformity with FCA reporting requirements and procedural standards and reporting any discrepancies to the relevant line manager and other section heads.
- Process and make payments for project and office expenses as provided in the approved budget and ensure that proper authorisation is obtained for all disbursements and that proper and relevant financial documents are used.
- Assist the FAC to prepare budget expenditure reports updates for all ongoing projects to section heads on monthly basis and upon request by the country director.
- Maintain an efficient, proper and transparent filing system of all financial documents, preferred/prequalified contracts, vendors and donor contracts among others.
- In cooperation with relevant program and support staff, ensure proper monitoring and documentation of monthly recurrent expenditures such as service contracts for rental and office security among others
- Timely review of monthly payroll and payment of the same ensuring all payroll related taxes is accurately computed and remitted to the government authorities on a monthly.
- Undertake timely closure of monthly accounts to head office, which include bank and cash reconciliation statements, clearance of staff and operational advances and timely receipt of all sub-office expenditures for consolidation in the central financial accounting system in the Juba office.
- Assist with facilitation of internal and external audit processes as required, making sure external auditors receive all the support and unfettered access to all records.
- When called upon, actively contribute towards annual programme planning by developing budgets and providing cost estimates to inform better budgeting.
- Undertake regular review and computation of travel claims, imprest accounts and verify relevance, authenticity and appropriateness of the supporting documents surrendered.
- Administer office petty cash payments in accordance with approved of petty cash limits.
- Ensure all completed, paid and recorded financial vouchers and documents are stamped paid with the relevant project stamp.
- Performs any other duties as may be assigned from time to time by the line manager

Contracts, Grant Management and Administration Function:

- Participates in monthly grant meetings with programme team to highlight various compliance challenges and discuss remedies for immediate action.
- Ensure strict adherence with donor terms and conditions particularly on procurement thresholds
- Participate in grant start-up workshops for all new contracts to ensure familiarization with donor requirements and continuously communicating the same to staff



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- When called upon, undertake initial draft of donor financial reports as per approved donor reporting guidelines and formats.
- Keep records on non-expendable equipment (NEE), conduct physical verification at least once each quarter and prepare annual physical verification report of NEE to be submitted to the head office.
- Ensure regular monitoring and reporting of stocks of basic items, for example stationary, printing paper, toner. In addition, assist with bi-annual inventory count and reporting in conformity with FCA regulations.
- Obtain monthly timesheets and filing of the same as required by FCA internal routines and guidelines
- Review records of vehicle and generator fuel usage, vehicle maintenance records and other office assets.
- Produce monthly budget verses actual reports and share with budget holders on monthly basis

Competencies and Person's Specification Requirements:

- A first degree in Bachelors of Commerce, accounting option.
- Full or partial professional qualification in accounting such as CPA, ACCA, ACA
- Previous experience in a similar role in the NGO sector
- Working knowledge of computerized accounting systems. Knowledge of QuickBooks is an asset.
- Proficiency in office applications e.g. MS Word, Outlook and advanced MS Excel
- Experience in processing payment and familiarity with a payment cycle process
- Demonstrated years of experience reviewing field office financial report, and providing timely feedback to field finance staff for immediate action
- Knowledge of local language especially Juba Arabic is essential.
- Commitment to FCA core values

If you meet the above person's specification, please submit your application – Cover Letter, CV and copy of nationality Identity card detailing your suitability for the role by September 29th 2017 at 4:00PM to: Admin.Ssuco@kua.fi or submit hard copies marked "Finance and Admin Officer" to Finn Church Aid Offices in Juba (Juba Na Bari, Bilpham Road, Behind Midan Rembo, after Liaison Court Apartment Building). FCA offers a competitive salary and other benefits.

Note: Please do not attach original documents to your application. Application documents will not be returned to applicants. Only shortlisted candidates will be contacted for interviews.