**JOB ADVERTISEMENT**

**Finance and Administration Assistant**

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| **Organisation** | Fondation Caritas Luxembourg is an International Non-Governmental Organization operating within Imotong State, Kapoeta State and Jubek State. For the last 20 years, Fondation Caritas Luxembourg has been working in close collaboration with the Catholic Diocese of Torit (CDOT) nowadays referred to as “Caritas Torit” in the implementation of humanitarian and development projects in Eastern Equatoria State.  After establishment of a joint office Torit in 2006, we initiated collaboration with different State ministries and authorities e.g. the Ministry of Housing and Public Utilities; of Agriculture and Forestry; of Animal Resources and Fishery; of Local Government and Law Enforcement. Since then, Fondation Caritas Luxembourg has been engaged in construction of schools, health and sanitation facilities, provision of scholastic materials, construction of water systems, building the capacity of local institutions and staffs, food security and relief activities.  Fondation Caritas Luxembourg is currently looking for a suitable candidate to fill the position of Finance & Administration Assistant.  Finance and Administration Assistant will be based at Torit Country Office with frequent travel to field sites. |
| Position | Finance and Administration Assistant |
| **Reporting to** | Head of mission |
| **Location** | Torit, Imotong state, Southern Sudan |
| **Start** | 1st February 2019 |
| **Duration** | 11Months ( with possible extension depending on the performance) |
| **Key tasks & responsibilities** | **Manage cash and Book keeping in Torit Office:**   * Manage the Capital Cash Under supervision of Finance Advisor as follows : * Check purchase approval and release required funds * Enter advance requests in the advance book * Issue advances to the logistics department for purchases * Receive and check the eligibility of invoices submitted for payment (compliance with purchase voucher, required information) Establish a connection between the ledger, documents and physical counting * Enter purchase invoices in cash book * Translate accounting documents as needed * Pay per diems, daily workers & other utilities * Close the cash account daily (cash count) * Close the cash account every month : physical counting, printing of accounting documents, check supporting documents * Propose possible improvements of the accounting advance procedures * Responsible of the book keeping (Cash Box) in Torit * To ensure that all advances made within the month is liquidated before the final monthly cash count. * To check and ensure the quality of invoices, and to report any missing invoices to the Finance Manager / Finance Advisor in the accounting records. * On a daily basis, keep the books: to register all the invoices received in the Squick books, in respect of FCL standards, using the Chart of accounts and to fulfil the accounting code, the contract code, the project code, the financial line. * Review of tier codes and third party classification before closure of the monthly accounting records. * Responsible for the Torit office staff air time distribution. * To ensure a reconciliation of balances between the physical cash box and the Saga cash books on a daily basis. * Ensure compliance with the supply chain guideline * To respect FCL purchasing procedures as per South FCL Sudan Handbook when giving an advance and to report to Finance Manager / Finance Advisor if these procedures are not respected. * Liaise with the log department for any discrepancy and missing procedure   **Ensure the classification, scanning and filling of the accounting documents**   * To maintain all accounting documents (originals for the current month and photocopies for past months) & copies of Rental contracts: cars, truck, warehouse, guest house, office. * Every month, to classify all receipts on the mission according to month, contract, budget line and accounting book. * Ensure that all the finance documents are scanned and sent to HQ after they have been controled by Finance advisor together with Head of mission.   **Follow up payments to all suppliers in Torit and Juba and all payment to vendors from the field offices**   * To maintain a spread sheet of supplier payments for South Sudan * To ensure all suppliers are paid according to the stated terms in the signed contracts * Follow up on timely payment of all vendor. * To work closely with logistics department, to ensure suppliers are only paid when the goods received notes has been signed or services rendered with correct documentation   **Ensure quality control of the invoices**   * Check the quality of the invoices * Check that all supporting documents in each financial file is present as per FCL guidelines and procedures * Check that all invoices and their amounts are present as from when received and also correspond with the transaction entries Quick books. * Prepare a report for the Finance Manager /Advisor of all missing invoices or differences between Quickbooks & supporting documents. * Improve the quality of the documents * Check the nature of the document and its presentation (photocopy, original, pro forma, translation, date, signature, stamp, terms used, accuracy of calculations, etc.) * Record in the filing report all errors in the supporting documents * Whenever possible, improve the quality of the presentation of words, translation, date (according to the supporting documents) * Make sure allocation stamp is matching with the final allocation, if not, correct it * with a pencil or add a note on the voucher * Check Invoices & codes * Immediately inform the Finance Manager / Finance Advisor of any errors in the invoices * Immediately inform the Finance Manager / Finance Advisor if the statements of the accounting software differ from that of the invoices * After the monthly accounting closure, check the accounting codes, the project codes and the budget codes;   **Support the Finance department**   * To give an updated status of filing & Archiving to the Finance Manager/Advisor. * To make sure that all financial documents are complete before any financial Audit. * Give training to field staff on archiving process, if and when required   **Manage Mission Tax payment and follow up**   * Receive and check the eligibility of all kind of taxes to be paid * Fill RoSS Tax return form and prepare the payment voucher * Submit the Tax return form to the Directorate of Taxation by the 15th of each month * Record the taxes paid in Financial software as per FCL Mission financial process * Archive the Tax return forms and related supporting document in a specific file   **Classification and filing of the Bankbooks accounting documents**   * Stamp “Paid” all paid invoices * File on daily basis Bankbooks accounting documents by book/entry * Use and fill by pencil the “Coding Stamp” according to FCL Guideline process * On monthly basis share the Bankbooks accounting documents properly filed and stamped with the Head of mission   **Extra-Support the Finance department**  Upon request from Head of mission:   * Support the coordination Finance Teams for a timely replacement, induction or/and trainings * Support the Finance Department in various tasks as pre-audit, archiving, payroll submission etc… * Support the Coordination Finance team through temporary replacement of Finance advisor.   **Administration Duties**   * Follow up with staff timesheets * Follow up with Staff in field administration issues * Preparation of Payroll with assistance by Finance advisor * Follow up with requests from field offices * Logistical activities * Staff movements coordination * Fleet management * Ensure that all staff contract are fully signed and filled. * Participate in procurement committee * Supervision on receiving and issuing items from Vendors * Stock /Inventory Management * Updating Asset register of all FCL Assets * Management and proper filling of staff leave forms |
| **Qualifications** | * CPA Part 2 or * BSc. Accounting, Bachelor level degree in management, finance, or related field |
| **Skills & Experience** | * 2+ years of experience in Finance and/or Accounting fields * Extreme motivation, willingness to learn and grow in the organization * Exceptional organization and planning skills, ability to manage and follow work plans * Remarkable attention to details * Highly developed interpersonal, communication, able to negotiate, influence, give effective feedback, be a team player * Able to manage stress effectively, juggle competing priorities * Able to maintain confidentiality * Strong computer skills particularly in Quickbooks,Navision,Excel, literacy and numeracy * Fluent in English * Committed to FCL values |
| **Application** | If you feel you fit the required profile, please let us know how your qualifications, experience and career aspirations match the requirements of this position. Send your application latest by 21st February 2019 to Head of mission-South Sudan via email to [francois.nzabahimana@caritas.lu](mailto:francois.nzabahimana@caritas.lu) or hand delivery to Caritas Luxembourg Office in Torit inside Caritas Switzerland Compound in Torit- Imotong State.  Please provide an updated Curriculum Vitae (CV) with details of your qualifications, experience, present position and telephone contacts and names of three referees.  Only shortlisted candidates will be contacted. |