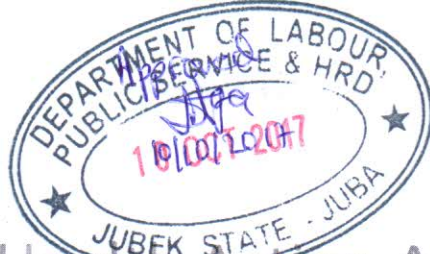




HEALTH ACTION AID



Health Action Aid

For sustainable health services



### Job Description

Position Title	Finance Officer	Length of Contract	One(6) Year with possibility of extension
Duty Station	Juba	Type of contract	Volunteer
Department	Operations		
Reporting relationship	Finance Manager		
Opening Date	10 <sup>th</sup> -19 <sup>th</sup> Oct 2017		

### Country Program overview

Health Action Aid is a national non-governmental organization , registered and incorporated under chapter 3, section 10 of South Sudan NGOs’ Act, 2016 with the Relief and Rehabilitation Commission (RRC) in 2017. Health Action Aid headquarter is located in Juba and will potentially scale up to other parts of the country. There are five(5) key programs in the Organization; Maternal child Health(MCH), HIV/AIDs and TB, Malaria, Nutrition and WASH. Integrated community case management(ICCM) is the primary model of intervention and it’s tailored at both facility and community level following the South Sudan Boma Health Initiative(SSBHI). South Sudan is one of the most underdeveloped countries in the world. Many years of chronic civil wars with Sudan, and internal conflicts before and after the independence eroded the physical and social infrastructure that among other things resulted into destruction and collapse of the health system. As a result, the overall structural framework for delivery of health care services to the entire population particularly, neonatal, maternal and child health services to the entire population in the country was greatly disrupted.

As a non-profit organization, Health Action Aid (HAA) is established to address these challenges with a vision to provide sustainable health interventions through provision of comprehensive health services, focusing on identified health gaps that undermine human development; and to reduce the vulnerability of children and mothers in South Sudan.

### Job Purpose

To maintain and control the completeness and accuracy of the financial system for the South Sudan program

### Scope of Work

Tel:

P.O.Box Private Bag  
Munuki Block “B”  
Juba, South Sudan

Web: [www.healthactionaid.org](http://www.healthactionaid.org)  
Email: [healthactionaid@gmail.com](mailto:healthactionaid@gmail.com)  
[info\\_healthactionaid@gmail.com](mailto:info_healthactionaid@gmail.com)



HEALTH ACTION AID **Health Action Aid**

*For sustainable health services*



- The Finance officer will be responsible for Petty Cash Management, Bank Payments, Posting of document in the accounting system and support month and year end closure of accounts.
- In charge of keeping petty cash using impress record, making requisition and issues as approved by the authorized HAA personnel
- Conduct weekly Petty Cash County and close the books of accounts
- Support the accountant in following up on activity and travel advances
- Prepares monthly cash flow projections.
- Review on monthly basis all balance sheet accounts and prepare balance sheet reconciliation statements to be signed off project respective Banks before management accounts are finalized
- Ensure that the reconciliations of Balance sheet accounts contains only valid reconciling items which are clearly explained and analysed
- Prepare schedules to follow up monthly , stipend sheets, pay rolls and with holding tax and ensure that tax returns are filed on the 5<sup>th</sup> of every Month.
- Prepare Cash Books an review Bank Books on Monthly Bases, ensuring that all payments are authorized, Have sufficient documentation, codes are correct, descriptions are appropriate and exchange rates are in line with procedures.
- Collect on Monthly Bases data and information from respective departments that are required to facilitate allocation of support costs and other shared costs eg prepayment adjustments Journals, fuel distribution, mileage and timesheet records
- Ensure that proper filling and archiving of signed hard copies of the Cash Books, Journals, Bank Reconciliation, Cash County, Balance sheet reconciliation and other documents
- Review Transactions presented t finance for payment, ensuring they are well supported with necessary documentations. Check and verify computation for different taxes, statutory deductions and tax from the purchase of goods and services and compliance with government rules and regulations.
- Induct staff on existing finance manual and other related standard procedures and notify staff of any other changes in financial procedures that affect them

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# HEALTH ACTION AID Health Action Aid

*For sustainable health services*

- Provide external auditors with documented schedules of Balance sheet accounts and support audit facilitation process
- Support Budget holders in explaining contents of management accounts, documenting feedback on the management accounts, preparing journals of reclassification to be approved by the respective institutional Banks

## Requirements:

Diploma in Finance or Accounting. A Bachelors degree is an added advantage

Part-qualified or currently pursuing ACCA preferred

Computer literate with comprehensive knowledge of MS Excel and accounts packages

Excellent oral and written English communication skills

Ability to work under pressure often to strict deadlines

Proven attention to detail

The position holder will adhere to the standards of conduct outlined in the Health Action Aid Code of conduct.

Support and promote the standards outlined in the HAA code of conduct to their team, partner organizations and Beneficiaries and be committed to providing a safe working environment

Contribute to the establishment of preventive measures to reduce the potential for abuse in HAA programs

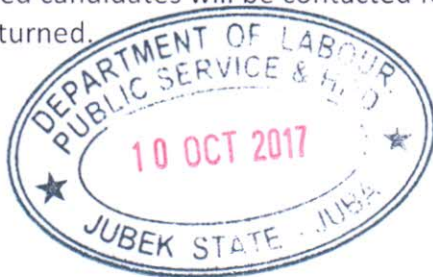
## How to apply:

Interested Candidates are requested to submit their applications, updated CVs and scanned copy of their nationality ID not later than 19<sup>th</sup> Oct 2017 to HR department, Health Action Aid , Juba Head office Hai Kuwait, Block "B" Munuki Bilpham road. Or email to:

[hrhealthactionaid@gmail.com](mailto:hrhealthactionaid@gmail.com)

Health Action aid is an equal opportunity employer. Merits, competency and past performance are the key parameters embraced.

Only shortlisted candidates will be contacted for an Interview and all Applications submitted will not be returned.



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