

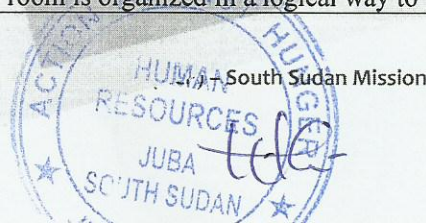
**VACANCY NOTICE**

**Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.**

ACF-USA is current looking for suitable candidates to fill the position of **Coordination Finance Pre-Auditor & Archivist, (1 Position).**

**Position open date:** 23<sup>th</sup> December 2016  
**Starting date:** As soon as possible (ASAP).  
**Duty Station:** Juba

<b>Objective 1</b>	<b>Ensure quality control of the invoices and supporting documents</b>
Tasks & responsibilities	<ul style="list-style-type: none"> <li>• <u>1st step - check the quality of the invoices and supporting documents</u> <ul style="list-style-type: none"> <li>- Check that all invoices and their amounts are present and match with the SAGA entries</li> <li>- Check the nature of the invoice and its presentation (photocopy, original, pro forma, translation, date, signature, stamp, supplier info, calculations etc...)</li> <li>- Check that all the supporting documents attached to the invoices follow ACF USA General Process &amp; Guidelines and ACF South Sudan specific ones</li> </ul> </li> <li>• <u>2nd step - update Internal Pre Audit Tool</u> <ul style="list-style-type: none"> <li>- Update the ACF Internal Pre Audit tool on monthly basis in accordance with the findings</li> <li>- Share the document with the Finance Coordinator</li> <li>- Each three months , highlight to the Finance Coordinator through a written analysis the recurrent findings not cleared and the improvements done</li> </ul> </li> </ul>
<b>Objective 2</b>	<b>File and archive the documents</b>
Tasks & responsibilities	<ul style="list-style-type: none"> <li>• <u>1st step - Do and electronic filing</u> <ul style="list-style-type: none"> <li>- Scan all the accounting documents previously checked and validated</li> <li>- File them in the Finance Archives Hard drive by- - Month / Book / entry number</li> <li>- Ensure the that the Finance Archive Hard drive is organized in a logical way to permit to find in the quickest and easiest way the documents</li> </ul> </li> <li>• <u>2st step - file original documents</u> <ul style="list-style-type: none"> <li>- File the originals hard copied by : Month / Contract code / Financial line</li> <li>- File the Shared costs by Month / ZIIC / Financial line</li> <li>- Add labels on the files as per ACF Kit Admin</li> <li>- When reallocation are done, reclassify in the Archive room the invoices according to their new contract code / financial lines</li> <li>- Ensure the that the Finance Archive room is organized in a logical way to</li> </ul> </li> </ul>



	<p>permit to find in the quickest and easiest way the documents</p> <ul style="list-style-type: none"> <li>• <u>3st step - update the Archiving tool</u> <ul style="list-style-type: none"> <li>- Update the ACF Archiving tool on monthly basis</li> <li>- Share the document with the and Finance Coordinator</li> </ul> </li> </ul>
<b>Objective 3</b>	<b>Participate in the pre-audit the invoice of donor contracts for External Audit</b>
Tasks & responsibilities	<ul style="list-style-type: none"> <li>- Upon the request of the Finance Coordinator or Deputy Finance Coordinator, support the Finance Team in updating the Risk Assessment Tool for Donor contracts before an External Audit occurred at Mission or HQ level</li> <li>- Share the RAT with the Finance Coordinator</li> <li>- Compile the pending document received and update the RAT accordingly</li> <li>- Prepare an adequate packaging for sending the documents to Donors or HQ</li> </ul>
<b>Objective 4</b>	<b>Organize and file other relevant files</b>
Tasks & responsibilities	<ul style="list-style-type: none"> <li>• <u>For the Finance Department</u> <ul style="list-style-type: none"> <li>- File Donors contract and communications</li> <li>- File Banks documents and communications</li> <li>- File Suppliers contract</li> <li>- File Tax documents</li> </ul> </li> <li>• <u>For other Department</u> <ul style="list-style-type: none"> <li>- Upon request of the Finance Coordinator support other Department on specific occasions in Archiving and Filing of their documents</li> </ul> </li> </ul>

#### REPORTING RESPONSIBILITIES

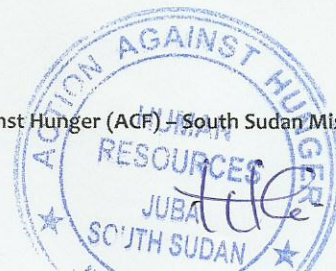
- Monthly update of the Internal Pre Audit tool
- Monthly update of the Archiving tool
- Upon request, update of the Risk Assessment tool

#### POSITION REQUIREMENTS

##### QUALIFICATIONS

BSc. Accounting, Bachelor level degree in management, finance, or related field

##### SKILLS & EXPERIENCE



<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Extreme motivation, willingness to learn and grow in the organization</li> <li>• Exceptional organization and planning skills, ability to manage and follow work plans</li> <li>• Remarkable attention to details</li> <li>• Highly developed interpersonal, communication, able to negotiate, influence, give effective feedback, be a team player</li> <li>• Able to manage stress effectively, juggle competing priorities</li> <li>• Able to maintain confidentiality</li> <li>• Strong computer skills particularly in Excel, literacy and numeracy</li> <li>• Fluent in English</li> <li>• Committed to ACF values</li> </ul>
<b>PREFERRED</b>	<ul style="list-style-type: none"> <li>• Prior experience in NGOs/INGOs</li> <li>• Experience with SAGA accounting software</li> <li>• Prior work experience in finance &amp; accounting roles</li> </ul>

To apply send your application with CV, cover letter and three professional references to [recruitment.ssd@acf-international.org](mailto:recruitment.ssd@acf-international.org) specifying **Coordination Finance Pre-Auditor & Archivist** in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is Friday 6<sup>th</sup> January 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

**Note: Applications submitted are non-returnable**

