



Samaritan's Purse™
INTERNATIONAL RELIEF

Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

- Vacancy:** Finance Officer.
- Reports to:** Field Accountant/ Finance Manager.
- Duty Station:** Maban
- Start Date:** ASAP
- Deadline of Application:** 23rd August 2018

SUMMARY OF THE POSITION

The Finance Officer will be responsible for maintaining an accurate record of all financial transactions meeting both financial rules and regulations required by donors.

DUTIES AND RESPONSIBILITIES:

- Maintain detailed records for all financial transactions in an organized and professional manner.
- Perform daily functions including recording all cash, maintain cash ledgers, monitor cash advances and field expense reports, and reconcile cash on hand.
- Provide required weekly reports by specified deadlines to the Field Accountant as assigned.
- Ensure financial/accounting activity is carried out in accordance with Samaritan's Purse's (SP) field accounting policies.
- Review and ensure accuracy of financial transactions for SP field operations based in the region as appropriate (includes vouchers, FERs, Cash Advances, transfers, etc..)
- Ensure all cash is reconciled on a daily basis, reporting any over/under to Field Accountant and investigate any over/under situations.
- Administer all cash advances to employees and partners, reconciling all receipts and remaining cash.
- Maintain close and cooperative working relationships with fellow financial staff and the Finance Manager.
- Provide support to Program Managers with regard to financial policies/practices and related areas as required.
- Identify areas for financial and administrative improvement and work to implement feasible improvements.
- Participate in both internal and external Audits.
- Follow all procedures provided by Field Accountant, Finance Manager, and Country Director.
- Maintain accuracy in financial records.
- Any adhoc duties as required.



KNOWLEDGE AND SKILLS

- Adherence to Samaritan's Purse Statement of Faith and Mission Statement.
- Fluent in both spoken and written English.
- Bachelor's Degree or Diploma in Business Administration (Accounting & Finance option) is preferred.
- At least two years of experience in Finance.
- Computer skills especially Microsoft excel.
- High level of attention to detail.
- Good organizational and problem-Solving skill.

How to apply: Interested applicants are required to submit their application letters, copies of academic certificates, updated CVs, copy of National ID card for clear Nationality Identification to Samaritan's Purse Offices in Juba near Quality Hotel in Hai Cinema and Maban in Bunj by **23rd August, 2018**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.