



Hai Tongping  
Juba, South Sudan  
www.psi.org

**Position:** Senior Finance Officer  
**Location:** Juba  
**Reports to:** Finance Manager  
**Deadline:** 8th-February 2019



We're Population Services International (PSI), the world's leading non-profit social marketing organization. In South Sudan, we work together with other partners under the supervision of the Ministry of Health to improve the lives of the people.

PSI began operations in South Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behavior change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program. Currently, PSI plays a critical role in fund management and supporting procurement and supply chain for malaria commodities. We work closely with the Ministry and implementing partners to deliver essential malaria services across the country.

Our team is looking for you to join our diverse group of professionals with wide ranging backgrounds. Regardless of our background, we bring a common passion and commitment to go beyond the call of duty to serve the people of South Sudan. For more information, please visit: [www.psi.org](http://www.psi.org)

#### RESPONSIBILITIES:

Detailed duties and Responsibilities:

- Responsible for Inventory & Assets control, amongst other general accountant roles
- Participates in Sub-recipients management (expenditure verification, forecasting, budget development and tracking, pre-award assessment, capacity building, closing out subawards)
- Preparing and maintaining a complete Asset Register as per set PSI Policies, Procedures and Donor requirements. This includes ensuring that sub-recipients maintain similar records and account for the assets accordingly.
- Ensuring that all assets purchased have been updated in the asset register by reconciling equipment purchases expense accounts with the monthly additions to the asset register.
- Physical verification of Assets, Asset Tagging and controlling asset movements. This involves maintenance of individual asset listings per custodian/office/location and ensuring that the lists are updated with respective movements.
- Reporting on assets status and recommending assets for disposal and/or donation

Date: 10.1.2019  
South Sudan  
Health Lives, Measurable Results



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- Clearing staff of assets upon cessation of employment contracts
- Journal entry processing and recording in QuickBooks System
- Performing Monthly Bank reconciliations
- Preparation of costing/inventory valuation schedules for inventory donated or purchased ensuring that inventory is accurately valued in QuickBooks Enterprise
- Managing and ensuring completeness of the Inventory Control (IC) sub-ledgers in QuickBooks Enterprise
- Coordinating all quarterly inventory cycle counts and year-end inventory audit counts; ensuring on the spot physical count and reconciliation with system records
- Carrying out surprise stock counts to test stock management systems and recommend necessary improvements
- Preparation of stock count reports for management attention
- Assist in coordinating and managing yearly internal and external audits
- Assist in the preparation of monthly financial reports sent to PSI HQ

### Qualifications

- Must be South Sudanese Nationals only.
- Minimum of Diploma in Finance and Accounting, Commerce, or Business administration and Management from recognized Institution of higher Learning or equivalence.
- Minimum 3 years of working experience in a busy accounting environment, preferably with an international organization.
- Thorough knowledge of generally accepted accounting principles and practical applications of financial system.
- Strong interpersonal skills and demonstrate ability to communicate clearly and effectively
- Proven experience in Microsoft word, Advanced Excel (Spreadsheet), Access and Internet/Outlook.
- Experience working with accounting software, working knowledge of Quick Books is preferred.
- Ability to work under pressure with Minimum supervision.
- Must be honest and trust worthy in all financial transactions.

Interested candidates may apply via e-mail: [jobs@psi-southsudan.org](mailto:jobs@psi-southsudan.org) or you can drop hard copy of their CV, cover letter and list of referees to Reception's Desk at PSI South Sudan Juba Office reception at UAP Equatoria Tower.

*PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.*


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