



SAVE LIVES INITIATIVE - SOUTH SUDAN.

*Saving & Transforming Lives and Livelihoods*

## **JOB ADVERTISEMENT**

<b>Position Title:</b>	<b>Finance Officer</b>
<b>Reporting to:</b>	<b>Finance Manager</b>
<b>Duty Station:</b>	<b>Juba</b>
<b>Post grade</b>	<b>B2</b>
<b>Employment period</b>	<b>01<sup>st</sup> December 2017 – 30<sup>th</sup> May 2018</b>
<b>Date of posting</b>	<b>27<sup>th</sup> November 2017</b>
<b>Application deadline</b>	<b>07<sup>th</sup> December 2017</b>

### **Introduction**

Save Lives Initiative South Sudan (SLI – SS) is a non-profit, non-government humanitarian organization committed to saving and improving lives of people less privileged in the Republic of South Sudan, through participation and empowerment. It was established in Yei County, former Central Equatoria State currently known as Yei River State and was registered in 2011 under the Southern Sudan NGO Registration Act 2003 and NGO Act 2016 respectively (Reg. 718). As from formation, SLI – SS have grown into a vibrant organisation working with a range of people across multiple sectors/clusters. SLI - SS implements programmes in various sectors, providing to the needs of vulnerable communities. The organization believes that there is no simple solution to eradicate poverty. As such, in order to overcome poverty, it is necessary to address the range of issues that poor people face on a daily basis. Tackling issues in an integrated, sustainable manner, SLI – SS aimed at improving quality of life of most vulnerable people of different communities in the Republic of South Sudan.

SLI – SS mainly focusing on Protection that includes Child protection, GBV & Mine Action (Mine/ERW Risk Education), Peace building, youth empowerment, WASH & distribution of NFI to vulnerable communities & IDPs.

SLI – SS through its funding from UNICEF is looking for a suitable candidate to fill the position of Finance Officer to be based in Juba, South Sudan with frequent travel to Terekeka State.

### **Position's Overall Objectives**

The position is expected to give a substantial contribution to the successful implementation of SLI - SS's MRE project in Terekeka State, Torit & Nimule (Imatong State) funded by UNICEF.

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The main purpose of the job holder is to help the Finance Manager in setting up a satisfactory system of financial record-keeping from which to provide SLI – SS management with timely and accurate financial management information. To assist the Deputy Director for Operations in setting up systems and procedures in accordance with SLI – SS policies and guidelines, in order to safeguard SLI - SS assets and mitigate against the risk of financial loss and fraud.

### **Position's Specific Objectives/ Responsibilities and tasks.**

- ❖ Day to day management of finance function, including oversight of cash disbursements, cash receipts, banking, and petty cash management, collection and payment of relevant taxes to local authorities and other finance related tasks.
- ❖ Process monthly accruals and prepayments (provisions, vehicle lease/depreciation, and other journals).
- ❖ Preparation of timely and accurate cash transfer requests
- ❖ Reconcile bank, safe & petty cash accounts, following up on discrepancies as required.
- ❖ In consultation with the HR/Admin Officer, establish a payroll system for all staff.
- ❖ Oversee staff salary preparation and payment.
- ❖ Ensure timely payment of utilities (e.g. rent, water, electricity, telephone, refuse).
- ❖ Monitor staff expense accounts, resolving discrepancies and ensuring staff are appropriately accounting for all expenditure.
- ❖ Ensure proper allocation of personal phone call costs to personal accounts.
- ❖ Prepare Staff Personal Account reports monthly and forward to staff.
- ❖ Establish an effective filing system that provides easy access to finance-related information and proper documentation of all financial and contractual transactions
- ❖ Visit field offices to assist and train administrators and key staff in adequately recording their financial data, and ensuring proper supporting documentation and controls.
- ❖ Work with the Logistics/Procurement Officer to maintain a detailed, accurate and up to date asset register (including depreciation) with internal controls and procedures to reduce the risk of financial loss, and reconciliation of stock against financial records.
- ❖ Help facilitate visits by, and meet requirements of, external and internal auditors
- ❖ Any other duties assigned by the Deputy Director for Operations.
- ❖ Establish good working relationships with clerical staff of government and other agencies to facilitate financial processes.
- ❖ Establish banking arrangements and maintain liaison with principal bankers.
- ❖ Carryout any other duties as instructed by the line manager.

### **Requirements**

- ❖ University Degree in Business Administration, Finance or accounting.





## SAVE LIVES INITIATIVE - SOUTH SUDAN.

- ❖ Minimum three (3) years' experience in managing finance in large organization setting more especially donor funding projects.
- ❖ Proven experience of planning and budgeting
- ❖ Excellent knowledge of English (written and spoken); Arabic an asset;
- ❖ Experience in management and team work;
- ❖ Sound knowledge of and skills in needs assessment, project planning, project implementation, monitoring and evaluation;
- ❖ Computer literate with a comprehensive knowledge of Microsoft Excel and Accountings Packages

### How to apply

Given the necessity to fill this position as soon as possible, SLI - SS will complete recruitment of this position before the end of December 2017; therefore candidates are urged to submit their application in a timely fashion.

NB: Due to the urgent needs of the position it can be filled before the deadline.

Your application must include:

- ❖ A cover letter clearly demonstrating your suitability for this position
- ❖ A comprehensive CV (no more than 3 pages)
- ❖ Please send your application by email to: [recruitment.sli.southsudan@gmail.com](mailto:recruitment.sli.southsudan@gmail.com) or [psm.sli.southsudan@gmail.com](mailto:psm.sli.southsudan@gmail.com)
- ❖ Hand delivery to SLI – SS office in Mauna west, plot number 360. Opposite Yei Road Parish (St. Joseph or St. Thomas) from custom Rock city street.
- ❖ Only short-listed applicants will be contacted by email or telephone.
- ❖ SLI - SS South Sudan gives equal opportunity to every candidate, regardless of religion, tribe and gender.
- ❖ A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

**Job Details:** Finance Officer.

**Organization Name:** Save Lives initiative – South Sudan

**Location:** Juba head office

**Application Deadline:** 07<sup>th</sup> December 2017.



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