



**Job Purpose:** Accountably manage the finances of the Aweil ERT and consequently the Static Project Site through effective use of prescribed financial systems.

### A. Key Responsibilities

#### Accounting

- Maintain all accounting functions for the Project Site, including handling and safeguarding large volumes of cash; receiving cash transfers; making payments; and ensuring strong internal controls.
- Ensure supporting documents for each level of expense are in line with Medair's procurement and financial guidelines before expenditure is incurred.
- Record all transactions on Field Connect, Medair's expense processing system
- Send ALL expense sheets and supporting documents (hard copy originals) to the Juba office monthly.
- Scan (on a daily basis) all financial transaction documentation, ensuring high quality scans, and send them to Juba Finance.
- Prepare monthly cash flow needs forecasts for the Project Site, then send to Finance in Juba,
- Distribute monthly payroll for local Medair employees ensuring compliance to South Sudanese law

#### Administration and Communication

- Ensure a clear and transparent paper trail is adhered to for all financial transactions and that all filing and archiving is in line with Medair and donor requirements which follows international accounting standards.
- Maintain open and frequent communication, where applicable, with the Finance Manager and Project Site concerning all financial issues
- Ensure colleagues are informed of the required finance procedures, and be available to answer any finance related questions and to provide coaching and guidance as necessary

#### Other Tasks

- Available and willing to assist in other Project Site tasks and to act as a back up to other staff as needed; either within your scope as Finance Officer or other related roles in Aweil

### B. Person Specifications

#### Essential

- Diploma in finance/accounting/ business administration
- Sound knowledge of logistical procedures
- 2-3 years in finance position of which 1 year with an NGO
- Fluent oral and written English
- Oral Arabic
- Proficient in Microsoft Office Suite (especially Excel)

#### Desirable

- Bachelor Degree in Finance or related subject and diploma in logistics
- Studying for chartered accountancy degree or professional qualification (e.g., CPA/ACCA)
- 3 years in finance position, with 2 years in NGO sector
- 1-2 years logistics experience with 1 year in NGO sector
- Written and Oral Arabic
- Proficient with Accounting & Logistical packages e.g. QuickBooks, Account safe; payroll software.

Applications deadline: **11<sup>th</sup> May 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to:

**PROJECT SUPPORT MANAGER**  
**MEDAIR OFFICE, MAKUACH AWIT- WAU ROAD**  
**AWEIL TOWN**  
or e-mail: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org)

**Please note: Hard copy applications will not be accepted at the Medair Juba Office**