



ISLAMIC RELIEF: SOUTH SUDAN OFFICE

Finance Officer

Reporting To: Finance Coordinator
Staff Reporting: Finance Assistant
Matrix Management: South Sudan Country Program
Base Location: Juba/Wau/Kapoeta Field Offices

Job Purpose

To assist in finance related tasks in line with agreed and accepted IR financial practices and procedures.

Finance Assistant Key Objectives

Under the supervision of the Finance Coordinator, the Finance officer's overall responsibility will be to maintain donors' budget files along with proposal, accounts, including books, registers, vouchers and other documents relating to all receipts and disbursement with proper supporting documents, as well as, office management duties

Key Roles/Responsibilities

- Ensure that the payment function is smooth running and suppliers are paid on time.
- The vouchers that the Finance Assistants prepares for payment are as per IR Standards.
- Ensure that bank reconciliation are up-to date and signed off and also check any long outstanding cheques and take action to resolve and manage it.
- Ensure that bank opening are properly documented, and signatories are updated and with proper approval from Region/HQ.
- Ensure the staffs advances are adjust on time and in case of not adjustment in reasonable 15 days.
- Ensure that IRSS is following all the legality on payments for staff and suppliers.
- Ensure that IR Field Offices sends their fund request to Juba accordingly to avoid field offices running out of cash.
- Ensure that money receivable and payable are managed on time.
- Spend the donor funds according to the funds requests submitted to Juba.
- Recording Incomes and ensuring they are updated in the system accordingly.
- Ensure that all necessary documents are appropriately filled with clear marking between cash and bank transactions.
- Responsible for reviewing data entry into the finance software.
- Ensure that all vouchers are well approved before payments/posting
- Ensure the field finance assistant is properly trained and they are building there capacity during on job training.



Required Qualifications

- University Degree in Financial Management, Accounting, Business Administration, Commerce, or any other relevant fields
- Professional Course will be an added advantage
- Three years or more experience in audits, financial management and reporting, budgeting and accounting
- Experience in working for a humanitarian organization,
- Experience in the preparation of multi-donor Financial Reports

Character Qualities

- Ability to work in a team with minimum supervision
- Flexible and adaptable to changing working conditions
- High degree of integrity and discretion in personal conduct
- Self-motivated, with good judgment and initiative
- Able to prioritize tasks and meet deadlines
- Good interpersonal skills
- Sensitivity to diversity
- Good level of attention to detail

How to Apply:

If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application and detailed CV to IRSS.Recruitment@islamic-relief.or.ke by closing date of 23rd June, 2017. Due to the urgency of the positions, CVs will be screened on an on-going basis. If you did not hear from us in the next one month after the closure of this advert, kindly note that you were not successful.





ISLAMIC RELIEF: SOUTH SUDAN OFFICE

Finance Assistant

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Job Purpose

- To assist in finance related tasks in line with agreed and accepted IR financial practices and procedures.

Finance Assistant Key Objectives

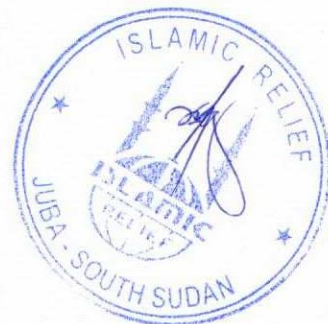
- To maintain the petty cash, process payments, prepare vouchers, record transactions and petty cash reconciliation, get approval and maintain filing system

Key Roles/Responsibilities

Payments/Accounting:

- Preparation and vouching of transaction supporting documentations as required by Islamic Relief procedures.
- Processing of payments to suppliers and staff advances
- Request for replenishment of petty cash on a timely manner
- Ensure all transactions are adequately supported prior to payment.
- Ensure that all vouchers are well approved
- Reconciliation of banks and also keep updated record for all the field offices bank accounts.
- Recording of petty cash transactions and cash book maintenance.
- Ensure reconciliation of the petty cash balance daily and to get it approved by the finance officer.
- Banking Agent Responsibilities
- Recording Incomes from the Headquarters and posting them to financial software
- Maintenance of the financial filing system
- Ensuring all finance vouchers are in order as per IR guidelines
- Ensuring all vouchers are maintained in files and soft copies archived

Any other task as assigned



Qualification

- Diploma/Degree from a recognized university with Accounting/Finance option
- Relevant further qualifications in finance, accountancy, or administration.
- Professional Accounting Course will be considered as an added advantage

Skills and Work Experience

- Two or more years finance/Accounting experience
- High level of computer literacy, Inc. use of spreadsheets.
- Ability to use a financial system.
- Strong written and verbal communication skills in English.
- Use of computerized book-keeping and management information systems
- Ability to prioritize, use own initiative, take and implement decisions to achieve agreed objectives
- Ability to absorb detail, and learn new skills and processes quickly
- Flexibility and good humor.

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