



VACANCY ANNOUNCEMENT

1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a World without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and Businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up Societies, we connect people and communities. We also stand for professionalism, expertise and Solidarity across borders, to make a difference where it is most needed. Together with more than 600 partners organizations in Africa, Asia, the Middle East and Latin America we structurally improve the Living conditions of the poorest and most excluded populations' - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan.

Job Title	<i>Finance Assistant /Cashier</i>
Job Location	<i>Malakal</i>
Report to	<i>Project Coordinator</i>

JOB DISCREPTION

I. Hierarchical Structure:

- *Responsible to the Project Coordinator*
- *During absence of the Project Coordinator to the Programme Manager-FS/DRR*

II. Role

- *Finance Assistant / Cashier is responsible for bookkeeping and cash/bank payments at the office in Cordaid Malakal Field Office – Malakal, South Sudan*

III. Responsibilities

- *Finance Assistant/ Cashier is responsible for the smooth running of operations and financial transactions of the Malakal field office. S/he receives technical instructions from the Finance Manager (at Juba office level) to whom s/he submits activity reports and budget follow up.*

IV. Tasks :

- *Enter all authorized petty cash transactions/payments in the petty cash system.*
- *To monitor all invoices and vouchers received for transactions.*
- *To prepare payment vouchers in conformity with CORDAID required procedures.*
- *To make sure that all transaction documents are filed chronologically as per recordings order.*
- *To make sure that all vouchers are stamped with recording number indicated.*
- *To make copies of all Cheques issued and payment transfer letters and file in PAM folder.*

- To keep daily updated the cash book.
- To do daily reconciliation of cash accounts.
- Perform a daily check on the physical petty cash balances.
- Maintain a minimum cash balance as agreed with the Project Coordinator and Finance Manager (at Juba office).
- To make sure that all payments have been done on time, and that with proper justification documents.
- Inform the Project Coordinator and Finance Manager for any irregularities of which you become aware.
- Print out all processed / booked vouchers booked in Pastel on daily basis.
- To prepare all letters coming from Finance department.
- To do any other job demanded by management.

V. Qualifications :

- Having completed university education
- To have a proved experience of at least 3 years in management and accountancy
- To have a sufficient experience to do financial analysis
- To have excellent skill in computing (Word and Excel)

Further information & how to apply

Applications, which must include a motivation letter and current CV in English, including contact details of at least three professional references, should be submitted **before 19 of September 2016**, the following e-mail address: recruit.cordaid.ss@gmail.com stating "DRR & FS Officer - Malakal" in the subject heading or at Cordaid south Sudan office behind Equatorial Tower Building. NB: this position is for South Sudanese's nationals only.