



National Relief and Development Corps
Thongpiny, Kololo road Opposite TM Lion Hotel
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VACANCY ANNOUNCEMENT

National Relief and Development Corps (NRDC) is a National, humanitarian, non-profit organization dedicated to saving lives and relieving suffering through relief and development programs. Established in 2001 by volunteer South Sudanese, National Relief and Development Corps is a private, voluntary, non-political, non-sectarian organization. The NRDC purpose is to actively contribute towards poverty alleviation through promotion of sustainable self-reliance and self-sufficiency in food production and social services to attain socio-economic prosperity.

National Relief and Development Corps is therefore looking for a suitable candidate to fill the

Position : Assistant Finance Officer
Department : Finance
Report to : Finance and Admin Officer
Location : Based I Juba office, with frequent travel to operational offices in Field
Start Date : As soon As possible
Closed Date : 16 May 2018

JOB SUMMARY

Assistant Finance Officer provides day-to-day financial support on one or more programs/grants, including the processing of transactions, adhere to donor regulations and NRDC policies and procedures, reporting, and assisting in financial analysis. Assistant Finance reports directly to Finance and Admin Officer.

MAIN RESPONSIBILITIES

- Assist program staff with day-to-day accounting operations and financial support in accordance with donor/client and National Relief and Development Corps internal policies and procedures
- Ensure required preapprovals are secured in advance of incurring an expense.
- Account for procurement transactions to ensure adequate supporting documentation, accuracy, and control over payments
- Prepare ad hoc logistics and financial reporting to aid in tracking and reconciliation of transactions
- Maintain accurate financial transactions and grant/contract records



- Assist program staff and finance department in meeting donor/client and internal reporting requirements
- Ensure timely deductions and remittance of relevant statutory payments.
- Research on financial compliance topics.
- Maintain frequent communication with Program Staff, and Field office Finance to ensure finance activities and objectives are communicated clearly.
- Work with program and logistics staff to ensure the coordination of programs is within budgeted targets.
- Interface with service providers on service delivery, invoicing and processing of payments

QUALIFICATIONS

- Bachelor's degree in Accounting/Finance/Business
- Chartered Accountant or other equivalent qualification will be an added advantage.
- Experience with accounting packages
- Skills and competencies in raising resources and achieving results in relief and development.
- Ability to exercise sound judgment and make decisions independently
- Team player and strong communication skills, both oral and written
- Understanding of international relief and development principles and humanitarian issues.
- Familiarity with International humanitarian operations, coordination structures
- Ability to network and cultivate strong relationships with government, donors, partners, and other stakeholders
- Competency in use of computers in a Windows environment including MS Word, Excel, and use of internet and email

Other duties as assigned. The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive

HOW TO APPLY:

All applications should be addressed to the Human Resource Officer, National Relief and Development Corps via the email: beatricecia@gmail.com

Hand delivery to: NRDC office, Thongpiny, Kololo road Opposite TM Lion Hotel Juba - South Sudan.

Candidates MUST state the position and location they are applying for as the subject of their email, application letter and curriculum vitae should be in a single Microsoft Word Document, otherwise applications will not be considered.

