



FARM STEW VACANCY ANNOUNCEMENT

FARM STEW South Sudan is a registered National NGO working in South Sudan since 2018. It is part of an international network partnered with FARM STEW International headquarter in the United States. FS-SS mission is to improve the health and well-being of poor families and vulnerable people by sharing the recipe of abundant life throughout the world. FARM STEW trains local leaders in holistic community development with 8 "ingredients" in a "recipe" for a healthy lifestyle. It's an acronym standing for organic, sustainable **Farming**, positive **Attitude**, **Rest**, whole-foods plant-based **Meals**, **Sanitation & hygiene**, **Temperance**, small business **Enterprise**, and Clean **Water**.

FS-SS believes in the words of Jesus, "I have come that they may have life and have it more abundantly" It is a Christian organization that serves all people inspired by the love and compassion of Christ. Training and resources are never conditioned upon another person's religion or their response to faith issues. All individuals and communities are treated with respect and served without discrimination of any kind.

FARM STEW South Sudan (FSSS) has secured some funding from GIZ to implement a project aimed at **increasing resilience towards reducing the impact of COVID 19 (IRIC19)** through the distribution of vegetable seeds, water storage tanks, and training of farmers in Luri and Rejaf in Juba County. FSSS is therefore looking for a suitable candidate to fill the position of Finance assistant to administer its finances during the implementation of the project.

Position: Finance Assistant
Department: Finance and operations
Reports to: Finance Manager
Location: Juba, Central Equatoria State
Project Duration: Six (6) months

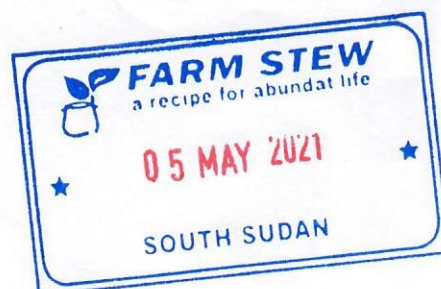
Job Purpose:

The finance assistant will provide financial, technical support to the GIZ-funded project code-named "increasing resilience towards reducing the impact of covid 19". The finance assistant will assist the finance manager on cash management, accounting tasks and will take up other duties like logistical support, procurements, and other administrative duties as assigned by the finance manager.

Job Details:

Budget preparation and monitoring

- Support the finance manager in the preparation of weekly, monthly, and quarterly expenditure forecast
- Prepare monthly budgetary control statement to determine the financial performance of the project



Financial Administration

- Review the codes on the payment requisitions before entry into the finance system
- Review of staff accountabilities like travel accountabilities, an entry in the system, and reconciliation every month
- Process payments through the electronic or manual banking system and by Cheque
- Implement and maintain an effective filing system to ensure that all financial records are easily accessible and readily available
- Produce a separate audit file for the FSSS project containing clearly referenced copies of all necessary support documents – certainly clearly referenced copies of all necessary support documents. Centrally for project implementation in two project counties.
- Check and carry out the petty cash counts bi-weekly with the FSL project manager and finance manager or other management teams
- Support review of partner documents on other projects as a requested finance system
- Check the correctness of coding, completeness of financial documents, and review the payments prior to posting to the financial system
- Verification and certification of accurate transactions in accordance with the standard guidelines
- Reviewing financial expenditures in the system and compiling monthly expenditures reports, analyze the reports, and present them to the finance manager for discussion

Audit facilitation

- **Facilitating both internal and external audits and the preparation of financial statements for auditors both office and donor audits**

Administration

- Experience of and commitment to participatory management and maintaining a supportive, open environment to ensure the learning and development of all staff
- Experience in managing and mentoring local staff
- Familiar with the Sustainable Development Goals, Sphere standards, core humanitarian standards
- Attend all scheduled FARM STEW Training and continuing education programs for staff as part of capacity building

Qualification, experience, and skills

- Degree in Accounting/Finance or related field
- At least two years experience working in a similar position with an NGO
- Previous experience working with donor funds (or complex donor (or complex donor) funded grants
- Computer skills (MS Office package) and other web-based accounting systems
- Operational experience and track records of success at community and field level
- Ability to write and review quality report
- Knowledge/familiarity with Luri and Rejaf Payams



- Ability to listen, sensitivity to other people's views and perspectives, and conflict resolution
- Demonstrated skills in program planning, implementation, and monitoring.
- Knowledge of international humanitarian benchmarks such as SPHERE standards
- Computer literate and proficient in Microsoft Office applications, the internet, Excel spreadsheets, and email software programs.
- Ability to represent, liaise and negotiate at different levels (national, state, Payam, etc.
- A Christian with strong convictions is also in agreement with FARM STEW's mission statement, Statement of Faith, and Code of Conduct.
- Ability to be approachable and provide a listening ear for all staff
- Driving skills with a valid driving license is an added advantage

How to apply:

- Interested Candidates should submit a **Non-refundable** application letter and updated CV together with the names of three professional referees alongside a copy of a nationality ID card to FARM STEW South Sudan country Office located at ADRA Compound not later than **Thursday 17th May 2021** or email it to Southsudan@farmstew.org
- Female candidates are encouraged to apply
- The only candidate who meets the selection criteria will be contacted
- ***Only shortlisted candidates will be contacted, and applications submitted will not be returned***

NB: Due to the urgency of the position, the assessment of candidates will be on a rolling basis. Shortlisted candidates will be the only ones to be notified for an interview.

