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Approved by
Inspector of Labour
17/7/2024
[Signature]



JOB ADVERTISEMENT

Job Title:	Finance and Admin Officer (1 position)
Job Reference:	FAO/2024/07
Job Type:	Full-time
Duty Station:	Aweil Town, Northern BG State, South Sudan
Reporting Line:	Finance Manager/Field Coordinator
Location:	Aweil Town
Deadline:	August 7th, 2024
Email:	info@hacsouthsudan.org

Organizational Overview:

Help a Child is an International Christian Humanitarian Organization established in 1968 with its headquarters in the Netherlands, country offices in India, and seven African Countries including South Sudan. We provide a future for children living in poverty, their families, and their entire communities. We achieve this by empowering vulnerable communities, enabling them to independently and sustainably enhance their living conditions and opportunities.

Job Summary:

Help a Child is currently searching for a highly skilled and motivated financial professional to join our team in Aweil Town. The Finance Officer will be accountable for closely monitoring and efficiently managing all financial transactions. The candidate will be responsible for ensuring strict compliance with organizational policies and procedures, while also offering financial support to program teams. We are looking for an applicant with a strong financial background, which could include a degree in finance or relevant work experience. The candidate should showcase exceptional analytical abilities through previous financial analysis projects and highlight successful multitasking experiences to demonstrate their capacity to thrive in a high-speed work setting.

Key Responsibilities:

1. Financial Management:

- Manage and oversee all financial transactions, including petty cash, bank reconciliations, and journal entries
- Prepare and manage budgets, financial reports, and statements
- Ensure compliance with organizational policies and procedures, as well as local laws and regulations

- Provide financial support to program teams, including budgeting, forecasting, and financial reporting
- Conduct regular financial analysis and provide recommendations to management
- Develop and maintain relationships with banks and other financial institutions
- Ensure accurate and timely financial reporting to donors and stakeholders
- Develop and implement financial policies and procedures
- Provide training and capacity-building programs for finance and non-finance staff

2. Administration:

- Provide administrative support to the team
- Manage and maintain records, files, and databases
- Coordinate travel arrangements, meetings, and events

3. Procurement and Logistics:

- Manage and oversee procurement processes
- Ensure compliance with organizational policies and procedures
- Coordinate logistics and transportation

4. Human Resources:

- Provide HR support to the team
- Manage and maintain employee records, files, and databases
- Coordinate recruitment, training, and benefits

5. Risk Management:

- Identify and mitigate financial and operational risks
- Ensure compliance with organizational policies and procedures
- Develop and implement risk management strategies



Skills and Competencies Required:

1. Financial Management:

- Bachelor's degree in finance, Accounting, or related field
- At least 3 years of experience in finance and administration
- Strong understanding of financial management principles and practices
- Excellent analytical and problem-solving skills

2. Administration:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information

3. Procurement and Logistics:

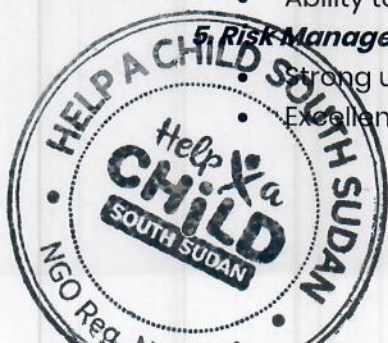
- Strong understanding of procurement principles and practices
- Excellent analytical and problem-solving skills
- Ability to negotiate and manage contracts

4. Human Resources:

- Strong understanding of HR principles and practices
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information

5. Risk Management:

- Strong understanding of risk management principles and practices
- Excellent analytical and problem-solving skills



- Ability to identify and mitigate risks

Qualification Requirements:

a) Required Education Qualification:

1. Bachelor's degree in business administration, Finance, Accounting, or a related field
2. Professional certification in accounting or finance
3. Experience with financial software and systems (e.g. QuickBooks, SAP)

b) Required Competencies and Experiences:

1. Strong computer skills, including Microsoft Office and financial software
2. Excellent communication and interpersonal skills
3. Ability to work in a fast-paced environment and prioritize tasks
4. Strong attention to detail and ability to maintain accuracy
5. Ability to maintain confidentiality and handle sensitive information
4. Strong team player with the ability to work collaboratively with others.
5. Ability to work independently and as part of a team
6. Strong analytical and problem-solving skills
6. Fluency in English.
7. Should be a strong and devoted Christian

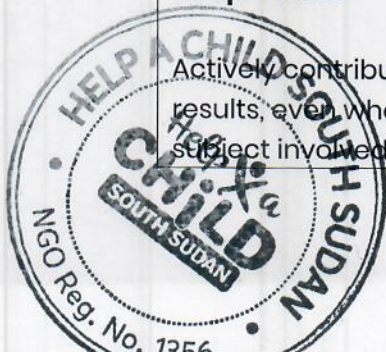


Benefits:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Dynamic and supportive work environment
- Chance to make a meaningful difference in the lives of vulnerable children and communities

Competencies

<p>Integrity</p> <p>Maintain generally accepted and social ethical standards in activities that have to do with the position</p>	<ul style="list-style-type: none"> • Accepts responsibility for own decisions and actions. • Compliant with internal standards and HAC values, even when this could lead to disadvantage, tension, or conflicts. • Does what he/she says and keeps promises and appointments. • Respect and protect entrusted confidential information. • Provide information on his / her opinion on business ethics, safety, and the environment.
<p>Cooperation</p> <p>Actively contributing to joint results, even when the subject involved is not of</p>	<ul style="list-style-type: none"> • Ready to collaborate with other disciplines or organizational units. • Appreciates information and knowledge sharing. • Encourages teamwork and enhancement of working relationships.



immediate personal interest. Sharing information and knowledge with others.	<ul style="list-style-type: none"> • Is willing to make concessions to get a step ahead as a group. • Initiates collaboration between different groups to achieve a joint result.
<p>Beneficiary orientation</p> <p>Anticipating the interests of beneficiaries. Giving high priority to service preparedness and beneficiary satisfaction.</p>	<ul style="list-style-type: none"> • Proposes the beneficiaries that best fit current and future needs. • Discusses (unwise) choices from the beneficiaries/partners and makes improvements and informed decisions. • Investigates the satisfaction and further needs of the beneficiaries/partners after delivering the services.
<p>Networking</p> <p>Building relationships and networks that prove to be useful in achieving goals. Making effective use of informal networks to get things done.</p>	<ul style="list-style-type: none"> • Encourages colleagues and partners to maintain and expand their internal and external contacts and makes suggestions. • Bring internal relationships/networks into contact with external relationships/networks. • Asks friends to collaborate in making contacts with potential relationships and/or networks. • Uses own network to achieve the goals of others. • Uses the relationships from the own network to realize the goals of the project and Help a Child.

Value Proposition

Help a Child offers the opportunity to become part of an ambitious, child-centered, and Christian international NGO with a dedicated team of professionals motivated to maximize impact. Help a Child offers a fair pay and benefits package that is justifiable to our donors. Furthermore, you will be provided a one-year fixed-term contract with three months' probation period. The agreement may be extended depending on funding, your performance, and fit within the team.

How to Apply:

If you are a motivated and experienced finance professional looking to join a team dedicated to making a difference in the lives of children and communities, please submit your application to info@hacsouthsudan.org (Expressing interest letter and latest CV) by **7th August 2024**. Ladies are highly encouraged to apply. Help a Child has zero tolerance for Sexual Exploitation and Abuse (PSEA), and discrimination based on gender, race, color, or physical status.

Due to the urgency of these positions, Help a Child will be reviewing the application on a rolling basis and might fill the positions before the deadline.

Note: Only shortlisted candidates will be contacted for an interview.

