

JOB ADVERTISEMENT



Date of publication: Nov 12 th 2019	Deadline for applications: Nov 18th 2019
POSITION: Finance Officer	LOCATION: Juba with frequent travel to field offices
Number of Positions Available: 01	Weekly hours: 40
Department: Finance & Administration	Section: Finance
Supervisor: Finance Manager	

Job Purpose

To manage the accounts and cash flow, overseen by the programme administrative coordinator and finance manager

At Humanity & Inclusion, we believe and are committed to the safeguarding and protection of children and vulnerable people in our work. Any candidate offered a job with HI will be vetted and obligated to know, sign and abide to the PSEA-H, Child protection, anti-fraud, bribery and corruption policies, code of conduct and staff regulation as an appendix to their contract of employment. The Finance Officer will have to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of the code of conduct.

Responsibility: **Managing the accounts**

Objective: **To ensure the accounts are reliable and compliant with accounting norms, internal procedures and the established timeframes**

Benchmarks: *Quality of accounting; validity of accounts vouchers; quality of monitoring third party accounts; compliance with timeframes; quality of the accounting data received by the programme accountant at head office, quality of head office-field communications, number of coding errors*

Activities:

- Monitor the application of accounting procedures within the programme team
- Organise the archiving of supporting documents (current, permanent files, etc.)
- Monitor compliance with the expenditure commitment procedure and validate the documents (received in their entirety, translation of documents and their probative value)
- Codify and save the accounting documents in the accounting software
- Handle the accounting side of pay (booked and checked)
- Handle the accounting side of the cash flow movements (cash box, bank, reconciliations, etc.) and check the log books and cash box inventories
- Act as the contact person for the programme accountant at head office regarding the management of the programme's accounts
- Correct and integrate site accounts. Inform the sites of accounting corrections and updates
- Check off, match/clear and justify third party accounts (partners, service and individual advances, loans)

Responsibility: **Preparing the work entailed in closing the accounts within the timeframes fixed and in compliance with HI's procedure**

Objective: **To ensure the accounts are reliable and comply with accounting norms, internal procedures and the timeframes fixed**

Benchmarks: *Quality of the notes attached to the closing of accounts; compliance with timeframes; satisfaction of the programme accountant at head office with regard to communications; quality of accounting documents received by the programme accountant at head office; quality of head office-field communications; number of codification errors*

Activities:

- Draw up tax declarations and build in the accounting aspects (e.g.: VAT and exoneration reimbursements)
- Consolidate the programme's monthly accounts and prepare the documents for the permanent file
- Organise the dispatch of the monthly accounts to head office (soft and hard versions) in compliance with the procedure set up
- Update the IT accounting database on a regular basis
- Set up national programme accounts in compliance with the country's regulations (if necessary)

- Submit the notes explaining any issues and correct the errors identified by the head office accountant
- Prepare the annual cut off entries, in accordance with HI procedure
- Draw up an inventory of fixed assets with the logistics team and the finance manager/administrator

Responsibility: Ensuring the correct management of the cash flow and cash box

Objective: To ensure optimal cash flow management with the flow secured

Benchmarks: Quality of the management of cash boxes, safes and bank; quality of compliance with the expenditure commitment process; validity and conformity of expenditure justifications

Activities:

- Participate in informing about and applying cash flow management procedures within the programme team
- Archive the cash flow documents
- Set up cash flow management (log books, advances, banks and cash boxes) in compliance with internal procedures and the legal framework
- Supply the main office and site cash boxes
- Prepare the monthly cash box inventory, with his/her line manager) and check concordance with the accounts and log books
- Prepare the bank reconciliations between bank accounts, log books and the accounts
- Apply and check the implementation of the expenditure commitment procedure
- Prepare a cash flow overview for the month in progress and M-1 when drawing up a cash flow forecast

Specific missions:

Technical competencies

Good Knowledge in Navision accounting software.

Experience with handle the accounts of with autonomy

Period-end closing operations

Ability to use the IT tools employed in accounting and financial management (FIS)

Knowledge of bank related operations

Knowledge of the expenditure validation, payment & archiving procedure

Cash flow control (cash boxes, bank accounts)

Taxation process of the country

LEGAL ASPECTS

Legal knowledge (labour and tax law)

Degree in Business Administration.

This job description remains flexible and may evolve according to the programme's needs and to respond to additional tasks or changes as identified by the line manager.

By signing below, the employee signifies his agreement to the terms and conditions of this job description.

Note: This job description is not exhaustive and the staff member may be asked to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of HI, all staff are required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she

commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

Qualified candidates are invited to submit their applications (CV and Cover letter- clearly state the address, contact information and position applied for) before 5:00 PM on Nov 18th 2019 through email or physically to:

HR/Admin Department,
Humanity & Inclusion
Plot No. 20A, Block BXV1, Hai Amarat, Havana Street,
South Sudan – Juba

Email to: recruitment@southsudan.hi.org.

Name of the position applied for must be written on the email subject or on the envelope.

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Federation HI will not be held responsible for the loss of such documents.

Due to the expected volume of applicants, only shortlisted candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

