



**ALIGHT**

South Sudan Program

Plot 709 3K-South, Behind Phenicia Supermarket,  
Off Ministry Road, Kololo Juba.

Date: June 1<sup>st</sup>, 2023



## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Finance & Admin Assistant (1 Position)  
**DUTY STATION:** Longechuk  
**REPORTS TO:** Roving Protection Manager (Direct supervisor)  
Finance Officer- Technical supervisor  
**STATUS:** Full Time  
**STATE DATE** Pending on donor approval.

### COUNTRY PROGRAM OVERVIEW

The overall objective of the Alight South Sudan Program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Alight implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response activities. Alight's is expanding its outreach mechanisms and introducing innovative new initiatives. Alight currently has program activities in Aweil West, Aweil Centre, Morobo, Ulang, and Kajo-Keji Counties.

### PRIMARY PURPOSE OF THE POSITION

Under the Roving Protection Manager, the Field Finance and Admin Assistant is responsible for managing all petty cash activities, receipt of funds, and processing of payments for the field office. The Field Finance and Admin Assistant organizes and safeguards all audit-able financial documents including contracts, receipts, payment vouchers, etc.

### Duties and Responsibilities

#### Finance

- Ensure that all fanatical transactions are recorded in an accurate and consistent manner.
- Collect, document, and safeguard all funds received from the country office by maintaining office safe in compliance with the Policies and procedures.
- Ensure that each financial transaction strictly adheres to ALIGHT's procurement and payment policy.
- Review transaction documents to ensure that account & fund codes are properly and accurately recorded.



- Ensure procurement documents/ advances are approved before any payment made to both ALIGHT staff and vendors.
- Ensure all advances are settled within the month.
- Reconcile cash counts and cash ledger daily and submit Weekly/Monthly report.
- Perform and document count of cash-on-hand at the end of each week and as required by the country office and the Field Coordinator.
- Ensure all cash advances to ALIGHT staff are accounted for in time and not carried over with appropriate approvals; reconcile advances after purchases are made and receipts are submitted.
- Maintain cash receipts and payment schedules.
- Make sure that all financial transactions and payments comply with ALIGHT procurement policy and procedures.
- Make sure that bills, vouchers, and other necessary supporting documents are properly submitted by staff.
- Perform other accounting responsibilities as required by the Field Coordinator.
- Support the compliance Manager to ensure all financial transactions are in accordance with donor requirements.
- Stamp all vouchers with the paid stamp.
- Scan all finance documents and original are to send to Juba on Monthly basis.
- Send monthly forecast request and submit to Juba.
- Do any other duty assigned to him/her by his supervisor.

#### **Administration**

- Maintain staff contact list.
- Circulate and post internal memos and announcements to staff.
- Manage the Finance-Admin Team (Finance Assistant, Cashier, Administrative Assistant, etc.) to perform the above activities.
- Monitor and update Leave tracker.
- Ensure Office supplies are properly utilized.
- In consultation with HRM, implement ALIGHT policies at the field level and ensure that these are understood by field staff and strictly adhered to
- To take the lead in recruitment of personnel in the field level
- To support in compiling and reviewing Monthly time sheets
- Other appropriate duties assigned by my supervisor.





## HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Plot 709 3k-south, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan.**

Applications can also be submitted to the following email address:  
[recruitmentss@WEAREALIGHT.ORG](mailto:recruitmentss@WEAREALIGHT.ORG)

Applications can be submitted, or hand delivered to Relief International Office (RI) in Nasir.

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Note that the applications will be reviewed on a regular basis. Only shortlisted candidates will be contacted for an interview. Female candidates are highly encouraged to apply.

The deadline for receiving applications is June 20<sup>th</sup>, 2023, at 4:30 pm local time.

*“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.*

