

**Vacancy Announcement**  
**FINANCE OFFICER/ACCOUNTANT**  
**Caritas Switzerland, South Sudan**

<b>Organisation &amp; programme information</b>	<p>Caritas Switzerland is an international non-governmental organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at improving food security and access to safe water for the beneficiaries. Caritas Switzerland is currently seeking a <b>Finance Officer/Accountant</b> for its operations being implemented in Eastern Equatoria State.</p>
<b>Position</b>	Finance Officer/Accountant
<b>Reporting to</b>	Country Director
<b>Workplace</b>	Torit (with frequent travels to Ikwoto)
<b>Starting date</b>	June 2021 – or as soon as possible
<b>Duration</b>	18 months with a possibility of extension.
<b>Key tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the monthly bookkeeping and accountability;</li> <li>• Ascertain the accuracy of the books of accounts in accordance with accepted accounting principles and donor requirements;</li> <li>• Ensure that financial systems and procedures are in place and followed in accordance with internal policies;</li> <li>• Maintain smooth running of the financial system;</li> <li>• Ensure that the various financial reports are prepared and submitted on time;</li> <li>• Prepare and review annual budgets for the Country Office and assist Project Managers in preparation of project budgets;</li> <li>• Assure the accuracy of monthly cash and bank reconciliation statements;</li> <li>• Prepare internal monthly financial reports for all projects and in cooperation with Caritas Switzerland's Head Quarter;</li> <li>• Process the payroll and payslips for the Country Office;</li> <li>• Organise and check cash transfers</li> <li>• Prepare Payment Orders and handling payment of local suppliers;</li> <li>• Manage the Finance Assistant at Caritas Switzerland's field office in Ikwoto and provide guidance to him/her;</li> <li>• Facilitate trainings on financial management for the field offices and partner organisations.</li> </ul>
<b>Essential requirements &amp; qualifications</b>	<p><b>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• University degree or diploma in Finance and Accounting or Business Administration;</li> <li>• Experience in using accounting software (s);</li> <li>• Ability to work independently, also under pressure and with limited supervision;</li> <li>• Good oral and written communication skills;</li> <li>• High levels of integrity, patience, cross-cultural adaptability and sensitivity; and Team player</li> <li>• High proficiency in computer for using MS-Office and specifically Excel.</li> </ul>

	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 4 years work experience in a non-governmental, not-for-profit organization;</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>Fluency in both, spoken and written English and local Arabic required. Other local languages are an asset.</li> </ul>
	<p><b>The position is open only South Sudanese nationals</b></p> <p>Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> <li>- Motivation Letter</li> <li>- Curriculum Vitae (CV) with contact details of three referees, preferably former supervisors.</li> <li>- Copy of certificate (s)</li> </ul> <p><b><i>PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS OR ANY OTHER DOCUMENTATION,. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO.</i></b></p> <p>Deliver your application either in hard copy to Caritas Switzerland Office in Torit or the Caritas Switzerland c/o County Water Department in Ikwoto with the envelope clearly labelled CARITAS SWITZERLAND stating Application: <u>Finance Officer</u> <b><i>during working hours and working days latest the 21<sup>st</sup> May, 2021</i></b></p> <p>Applications per Email need to be sent to <a href="mailto:jadokorach@caritas.ch">jadokorach@caritas.ch</a> and cc <a href="mailto:jjekel@caritas.ch">jjekel@caritas.ch</a>;</p> <p><b><i>Female candidates are highly encouraged to apply.</i></b></p> <p><i>Only shortlisted candidates will be contacted</i></p>
<b>Website</b>	<a href="http://www.caritas.ch">www.caritas.ch</a>