



MAG South Sudan  
Plot No. 1 Block 1, 1<sup>st</sup> Class Area  
Jondoki Kamiru,  
Bilpham Road, Adjacent to Ezentus  
Juba, South Sudan

**VACANCY – RE ADVERTISEMENT FINANCE OFFICER (1 POSITION)**  
**POSITION IS ONLY OPEN TO SOUTH SUDANESE NATIONALS –BOTH INTERNAL AND EXTERNAL CANDIDATES**

**Employer:** Mines Advisory Group (MAG)  
**Department:** Finance  
**Reporting to:** Finance Manager  
**Base Location:** Juba South Sudan  
**Working Area:** South Sudan  
**Opening Date:** 13<sup>th</sup> October 2022  
**Closing Date:** 22<sup>nd</sup> October 2022

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Finance Officer** for its operations.

### **Summary of the Position**

Responsible for the complete accounting of expenditure in the cashbooks for the programme, ensuring that all transactions are duly authorised by the appropriate personnel and that payments and done a timely manner.

### **Principal Responsibilities**

#### **Supervision and Support**

- Supporting staff in the completion of financial administration procedures.
- Under the direction of the Finance Manager provide supervision and support for the Finance Assistant.

#### **Cashbook**

- Ensure that all payments posted in the bank books are properly approved and coded.
- Ensure that the finance Assistant is updating the cashbooks on a daily basis.
- Ensure that cash book balance and cash in hand reconciles on a daily basis.
- Preparation of bank reconciliation on a monthly basis.
- Filing in an orderly manner all documents relating to bank payments.

#### **Banking**

Arrange Bank transfers as per Finance Managers' instructions

- Completing cash withdrawals in line with set limits and as per finance manager's advice.
- Checking bank balances and advising finance manager of transfer into the local currency account.
- Collect bank statements monthly and as requested by finance manager basis.

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.  
MAG is co-laureate of the 1997 Nobel Peace Prize.  
Charity No.1083008. A company registered in England and Wales No 4016409.



- Change foreign currency as required, ensuring that proper supporting documents are kept for exchange rates used to convert the foreign currency.

### **Payroll and Payment of Suppliers**

- Ensure accuracy of the data entered into payroll records to ensure all national staff salaries are paid correctly, in line with terms and conditions of employment.
- Assist the Finance Manager in ensuring MAG complies with all statutory payment's requirements and deductions, including timely payment of PIT.
- Ensure that all suppliers are paid on time and maintaining full reconciliations or credit accounts with all suppliers.
- Contact suppliers for collection of their signed cheques.
- Ensure that all proper supporting documentation are available before issuing payment.
- Oversee the management of payroll and review and approval of staff separation benefits and ensure that Statutory Deductions are in line with laws and regulations

### **Compliance**

- Ensuring that all purchase requests are approved and reviewed by the appropriate staff in advance of issuing payment, and are in line with MAG purchasing and procurement procedures.
- Participating in the evaluation of quotations from suppliers and contractors, and documenting the decisions and outcomes of procurement committee meetings.
- Utilizing the Finance, procurement and Administration procedures and forms consistently, to maintain up to date records of all expenditure.
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures

### **Accounting**

- Assist the Finance Manager with accounting, budgeting and all other financial/accounting activities as directed.
- Review and process payment requests, ensuring accuracy and adherence to policy.
- Ensure all regular payments are made.
- Support the Finance Manager to prepare monthly financial reports or others as required
- Ensure accurate and complete accounting and that relevant records are maintained
- Assist Finance Manager in complying with MAG HQ Finance policies, procedures and regulations
- Oversee the management of payroll and review and approval of staff separation benefits and ensure that Statutory Deductions are in line with laws and regulations
- Monitor partners/Staff advances and balance sheet items
- Support audits by ensuring required documentation and information is provided in a timely manner to auditors and follow up on the implementation of audit recommendation

### Shared Responsibilities

- Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.
- Manage the performance of the Finance Assistant

### Person Specification

#### Essential Experience

- Previous experience of working in similar role, ideally within an NGO setting.

#### Essential Skills and Knowledge

- Ability to develop and maintain clear record keeping systems, including basic databases
- Excellent organisational skills, with the ability to prioritise work and meet deadlines
- Good literacy, numeracy and IT skills including MS Word and Excel
- Good level of written and spoken English

#### Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self-motivated, flexible and enthusiastic approach to work
- Determined to high quality standards

#### Qualifications

- Degree in Commerce or equivalent in Financial Accounting or Business Administration desirable, CPA part 1 or ACCA level 1.

### All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

## How to apply

Qualified and interested candidates should submit a cover letter with a CV (must have at least 3 referees with the recent employer, email and telephone contact), copies of academic certificates and Nationality ID card to:

**MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; [recruitmentss@maginternational.org](mailto:recruitmentss@maginternational.org) by 22<sup>nd</sup> October 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.**

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews and **DO NOT MAKE ANY PHONE CALL**

**NOTE:** Do not attach original certificates. MAG will not return application documents to applicants. **CANDIDATES WHO APPLIED FOR THIS POSITION BEFORE SHOULD NOT APPLY AGAIN.**

***Women and men are both encouraged to apply. MAG is an equal opportunity employer.***

*As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.*

*All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing),** if you have any concerns in this area these should be reported to MAG Country Director ASAP.*

