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by inspector

24/1/22

Advertisement, Finance Specialist (Accountant)

USAID/South Sudan Monitoring, Evaluation, and Learning Support Activity,
Juba, South Sudan

Company Profile

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe. We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery. Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, Pakistan, and South Sudan. Our multi-national team of over 60 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

Project Description

The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

Scope of Work/Job Description

The Finance Specialist will support the Monitoring, Evaluation and Learning Support Activity (MELS) Project in South Sudan. The Finance Specialist will make salary and tax payments, submit accurate financial reports to local authorities, and ensure all personnel and financial documents are in good order. The employee is responsible for the support of management of internal controls to facilitate accurate and timely operations systems. The coordinator will report to Director of Finance and Administration.

Core Responsibilities:

- Prepare staff compensation calculations and applicable tax payments.
- Processing payments to employees and local vendors.
- Review and process travel expense reports and consultant's invoicing.



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- Confirm (via phone calls from/to the bank) all checks above petty cash threshold. This involves wire requests for staff salaries, severance, tax payments and Social Security payments, field operation advances, among other payments.
- Enter all financial transactions into QuickBooks
- Support Director of Finance & Administration (DFA) in preparation of financial report
- Maintain financial files including updating data bases and trackers.

Administrative Responsibilities:

- Manage staff and consultants' contracts, including executing contracts, micro purchase orders, others.
- Support employee and consultant onboarding by providing them with orientation and trainings during their first week in office.
- Support administrative activities by organizing and archiving information and maintain all relevant documentation.
- Support procurement efforts of the project, including selection and negotiation with vendors.
- Perform any other assignments as determined by project needs.

Qualifications:

- Minimum of five (5) years of relevant work experience.
- Bachelor's degree in administration, accounting, finance, or relevant field is preferred.
- Proficient with Microsoft Excel and QuickBooks.
- Familiarity with FAR and USAID regulations.
- Previous experience working on USAID-funded projects strongly preferred.
- Strong attention to detail, prioritization, and organizational skills required.

Integrity is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

Closing Date: February 10th, 2022.

Please note that due to the Urgency of the position, CV will be reviewed on rolling basis.

To apply: *please hand deliver and addressing your application to Integrity Global MELS Human Resources and Administrative Manager, Goshen House, Gate 1 or by email: ssmels.recruitent@integrityglobal.com*

